

[COMMITTEE PRINT]

104th Congress
2d Session

} HOUSE OF REPRESENTATIVES

LEGISLATIVE MANUAL

(1st Edition)

OF THE

COMMITTEE ON GOVERNMENT REFORM
AND OVERSIGHT

HOUSE OF REPRESENTATIVES



FEBRUARY 1996

Printed for the use of the Committee on Government Reform and
Oversight

U.S. GOVERNMENT PRINTING OFFICE

90-369 CC

WASHINGTON : 1996

COMMITTEE ON GOVERNMENT REFORM AND OVERSIGHT

WILLIAM F. CLINGER, Jr., Pennsylvania, *Chairman*

BENJAMIN A. GILMAN, New York
DAN BURTON, Indiana
J. DENNIS HASTERT, Illinois
CONSTANCE A. MORELLA, Maryland
CHRISTOPHER SHAYS, Connecticut
STEVEN SCHIFF, New Mexico
ILEANA ROS-LEHTINEN, Florida
WILLIAM H. ZELIFF, Jr., New Hampshire
JOHN M. McHUGH, New York
STEPHEN HORN, California
JOHN L. MICA, Florida
PETER BLUTE, Massachusetts
THOMAS M. DAVIS, Virginia
DAVID M. MCINTOSH, Indiana
JON D. FOX, Pennsylvania
RANDY TATE, Washington
DICK CHRYSLER, Michigan
GIL GUTKNECHT, Minnesota
MARK E. SOUDER, Indiana
WILLIAM J. MARTINI, New Jersey
JOE SCARBOROUGH, Florida
JOHN B. SHADEGG, Arizona
MICHAEL PATRICK FLANAGAN, Illinois
CHARLES F. BASS, New Hampshire
STEVE C. LATOURETTE, Ohio
MARSHALL "MARK" SANFORD, South
Carolina
ROBERT L. EHRlich, Jr., Maryland

CARDISS COLLINS, Illinois
HENRY A. WAXMAN, California
TOM LANTOS, California
ROBERT E. WISE, Jr., West Virginia
MAJOR R. OWENS, New York
EDOLPHUS TOWNS, New York
JOHN M. SPRATT, Jr., South Carolina
LOUISE MCINTOSH SLAUGHTER, New
York
PAUL E. KANJORSKI, Pennsylvania
GARY A. CONDIT, California
COLLIN C. PETERSON, Minnesota
KAREN L. THURMAN, Florida
CAROLYN B. MALONEY, New York
THOMAS M. BARRETT, Wisconsin
BARBARA-ROSE COLLINS, Michigan
ELEANOR HOLMES NORTON, District of
Columbia
JAMES P. MORAN, Virginia
GENE GREEN, Texas
CARRIE P. MEEK, Florida
CHAKA FATTAH, Pennsylvania
BILL K. BREWSTER, Oklahoma
TIM HOLDEN, Pennsylvania

BERNARD SANDERS, Vermont
(Independent)

JAMES L. CLARKE, *Staff Director*
JUDY BLANCHARD, *Deputy Staff Director*
JONATHAN P. YATES, *Associate Counsel*
BUD MYERS, *Minority Staff Director*

FOREWORD

February 29, 1996.

As Chairman of the new Committee on Government Reform and Oversight, I am pleased to present the inaugural edition of the Committee's Legislative Manual.

This document is intended as a guide to members and staff of the committee in following proper legislative procedures. It is my hope that it will be helpful in carrying out the legislative responsibilities of the committee.

The manual not only traces the course of a bill through the legislative process to its enactment into law, but also offers useful advice for all committee activities.

Descriptions of the procedural steps normally encountered by the manager of the legislation are provided, and include bill introduction, committee deliberation, House and Senate consideration, the resolution of differences, and Presidential action.

House and Committee rules and procedures are noted throughout the text.

While the Manual was up to date at the time of publication, readers should be cautioned that rules and procedures do change. In particular, changes are likely in future Congresses. Readers should be certain to refer to up-to-date copies of the Rules of the House and committee rules.

It is my honor and pleasure to serve as your chairman and I look forward to working with you in the accomplishments that await.

WILLIAM F. CLINGER, Jr.,

Chairman, Committee on Government Reform and Oversight.

CONTENTS

FOREWORD	Page iii
REFERENCES	1
Sources on Congressional Rules and Practice	1
Keeping Track of Legislation	1
Legal Materials	2
SOURCES OF LEGISLATION	4
DRAFTING LEGISLATION	5
Forms of Legislation	6
Sample—House Bill	6
Sample—House Joint Resolution	7
Sample—House Concurrent Resolution	8
Sample—House Resolution	9
Drafting a Bill	10
Components of a Bill	11
Preparation of Bill for Filing in the House	12
INTRODUCING A BILL	13
Procedure in the House	13
Printing and Copies	15
Sample Request for Additional Copies of Bill	16
REFERRAL OF BILLS TO COMMITTEE	16
Procedure in the House	16
Initial and Sequential Referrals	16
Erroneous Referrals (Rule XXII)	16
Legislative and Oversight Jurisdiction of the Committee on Government Reform and Oversight	17
SUBCOMMITTEE REFERRAL	24
Committee Procedure	24
Referrals	24
Sample—Subcommittee Referral Letter	25
EXECUTIVE BRANCH REVIEW OF LEGISLATION	26
Sample—Request for Executive Branch Review of Legislation Letter	27
HEARINGS ON PROPOSED LEGISLATION	28
MARKUP	29
General Information Related to Markup	29
Committee Rules Governing Procedure	29
Quorum Requirements (Rule XI, Clause 2)	29
Committee Records (Rule XI, Clause 2(e)(1))	29
Subcommittee Markup	30
Markup Materials	30
Order of Business	30
Courses of Action	30
Subcommittee Markup Motions	31
Subcommittee Report	31
Full Committee Markup	32
Markup Materials	32
Order of Business	32
Courses of Action	32
Full Committee Markup Motions	33
Full Committee Recommendations	33
LEGISLATIVE REPORTS	34
General Information	34
Legislative Reports on Sequentially Referred Bills	34
Adverse Reports	35
Legislative Report Contents	35

	Page
LEGISLATIVE REPORTS—Continued	
Legislative Report Contents—Continued	
1. Amendments	36
2. Table of Contents	36
3. Copy of Legislation	36
4. Short Summary of Legislation	36
5. Summary of Committee Actions	36
6. Purpose of the Bill	37
7. Committee Actions	37
8. Background and Need for the Legislation	37
9. Explanation of the Bill	37
10. Section-by-Section Analysis of the Bill	37
11. Committee Views	37
12. Committee Cost Estimate on Bills or Joint Resolutions of Public Character	37
13. Inflation Impact of Bills and Joint Resolutions of Public Char- acter	38
14. Committee Oversight Findings and Recommendations	38
15. Budget Analysis and Projection (on Legislation Containing New Budget Authority to Tax Expenditures)	38
16. Congressional Budget Office Cost Estimate and Comparison	39
17. Administration Position	39
18. Changes in Existing Law (RAMSEYER)	39
19. Results of Record Votes on Amendments and Reporting	40
20. Congressional Accountability	40
21. Unfunded Mandate Requirements in Accordance With Public Law 104-4	41
22. Supplemental Minority, Dissenting, or Additional Views	41
Filing the Bill and Report	41
Preparation of the Bill for Filing	41
Sample—Bill Reported Without Amendment	43
Sample—Bill Reported With an Amendment	44
Sample—Bill Reported With Amendments	45
Preparation of the Legislative Report for Filing	46
Sample—(Report) Reported Without Amendment	47
Sample—(Report) Reported With an Amendment	48
Sample—(Report) Reported With Amendments	49
When to File	50
Who Files the Report	50
What to File	50
Where to File	50
Filing a Late Report	51
Numbering	51
Printing	51
Distribution	51
CALENDARS IN THE HOUSE	52
Union Calendar (Rule XIII, Clause 1)	52
House Calendar (Rule XII, Clause 1)	52
Corrections Day Calendar (Rule XIII, Clause 4)	52
Sample—Cover of House of Representatives Calendar	54
OBTAINING FLOOR CONSIDERATION	55
District Day	55
Privileged Matters	55
Rules Committee	55
Requesting a Hearing by Rules Committee	56
Rules Committee Hearing	56
Types of Rules	57
Points of Order and Waivers	57
Floor Consideration of a Rule	58
Sample—Request for Rules Committee Hearing	59
Sample—Testimony before the Rules Committee	60
Sample—Rules Committee Notice of Action Taken	61
Sample—Open Rule	62
Sample—Modified Open Rule (Making in Order an Amendment in the Nature of a Substitute)	63
Sample—Closed Rule	64
Suspension of the Rules	65

OBTAINING FLOOR CONSIDERATION—Continued	
Rules Committee—Continued	
Requesting Consideration Under Suspension Procedure	65
Notification of Scheduling	65
Floor Procedure Under Suspension of the Rules	66
Amendments	66
Voting	66
Failure of Passage	66
Corrections Day Calendar	66
Definitions of Corrections Day Legislation	66
Procedures for Legislation on the Corrections Day Calendar	67
Sample—Request to Consider Bill Under Suspension of Rules	68
FLOOR ACTION	69
Sample—Whip Notice	70
Committee Staff Floor Privileges	71
Preparation for Legislative Debate	71
1. Background Materials on the Legislation	71
2. Floor Statements	71
3. “Dear Colleague” Letters	71
4. Amendments	72
5. Motions and Forms	72
6. Miscellaneous Items	72
Parliamentary Procedure in the Consideration of a Bill	73
The Committee of the Whole (Rule XXIII)	73
Resolving into the Committee of the Whole	74
General Debate	74
Consideration of Amendments Under the Five-Minute Rule	74
Degrees of Amendments	75
Voting on Amendments	75
The Committee Rises	76
Amendment Tree	77
In The Whole House	78
Legislative Bells and “Light Signals”	78
Correction of Floor Remarks for Congressional Record	79
Extension of Remarks	79
SENATE ACTION ON HOUSE BILLS	81
HOUSE CONSIDERATION OF SENATE BILLS	81
Taking Senate Bills from the Speaker’s Table	82
Procedural Options	82
RECONCILING THE DIFFERENCES BETWEEN THE HOUSE AND SEN-	
ATE	83
Receipt of House Bill with Senate Amendments	83
Taking House Bills with Senate Amendments from the Speaker’s Table ...	83
Agreeing to Amendments of the Other Body	84
Degrees of Amendments, Sec. XLV, Jefferson’s Manual	84
CONFERENCES	85
General Information	85
Requesting a Conference	85
Appointment of Conferees (Rule X, Clause 6(e))	86
Sample—Letter Recommending Conferees	87
Meetings of Conferees	88
Scope of the Conference	88
Voting in Conference	88
Recommendations of Conferees	89
Amendments in Disagreement	89
The Conference Report (Rule XVIII)	90
Part I—The Conference Report	90
Part II—Statement of Managers	90
Sample—Cover page, Statement of Managers	91
Signature Sheets	92
Additional Views	92
Sample—House Signature Sheet	93
FILING A CONFERENCE REPORT IN THE HOUSE	94
Conference Reporting Timetable	94
Copies for Filing	94
Filing While the House is in Session	94
Filing A Late Report	94

VIII

	Page
CONFERENCES—Continued	
FILING A CONFERENCE REPORT IN THE HOUSE—Continued	
Printing in the Congressional Record	94
Numbering and Printing	94
Floor Consideration of a Conference Report	95
When in Order	95
Scheduling	95
Debate on Conference Report	95
Non-Germane Matter in a Conference Report	96
Recommittal of Conference Report to Conference	96
Disposing of Amendments in Disagreement	96
Rejection of a Conference Report	96
Enrollment	97
PRESIDENTIAL ACTION	98
Approval	98
Printing of Public Laws	98
Disapproval	98
Formal Veto	98
Veto Override	99
Future Legislative Alternatives	99
Floor Language	99
Sample—Ship Law	100
Sample—Floor Language—Floor Consideration Under One-Hour, Open Rule	101

REFERENCES

SOURCES ON CONGRESSIONAL RULES AND PRACTICE

1. House Rules and Manual

The House Rules and Manual is prepared each Congress by the Parliamentarian of the House. The House Rules and Manual contains the Constitution, Jefferson's Manual, and the Rules of the House. The Rules of the House are the internal parliamentary procedures that apply to House and Committee proceedings, including the duties and authority of House officers and House Committees; these Rules are adopted by House Resolution at the beginning of each Congress. The House Rules and Manual also includes the principal modern rulings of the Speaker of the House and the Chairman of the Committee of the Whole, as annotated by the Parliamentarian. Copies are available from the House Legislative Resource Center Document Room, B-18, Ford House Office Building.

The House Rules and Manual is also available on-line to Members' Offices through the Rules Service of the Member's Information Network (MIN) of the House Information Resources (HIR).

2. Deschler's Procedure in the U.S. House of Representatives

Dechsler's Procedure in the U.S. House of Representatives consists of one volume and a 1987 supplement which contain a condensed version of the modern precedents of the House. It is updated at the end of each Congress. Copies are distributed to each subcommittee. The Rules Service available on-line through MIN also contains the full text of Deschler's Procedure.

3. Deschler-Brown Precedents of the U.S. House of Representatives

Deschler-Brown Precedents of the U.S. House of Representatives is a 11-volume set of the modern rulings and precedents of the House, with brief summaries of parliamentary procedures and principles. The Rules Service available on-line through MIN also contains the text of volumes 7 through 11 of the Deschler-Brown Precedents. It is expected that additional volumes will be made available on-line over time.

4. How Our Laws Are Made

This publication, printed by the House of Representatives, is a handbook providing a brief, but thorough outline of the law making process. Copies may be obtained from the House Judiciary Committee. How Our Laws Are Made is also available to Members' Offices on-line through MIN and to the public through the House Gopher Server (see item 5 under the next section).

5. Manual on Legislative Procedure in the United States House of Representatives

This publication, prepared under the auspices of the Minority Leader, is a detailed and thorough review of legislative procedure in the House of Representatives. The Minority staff and Legislative Clerk have copies of the most recent edition (1986).

6. Senate Rules and Manual

This manual contains the standing rules, orders, laws and resolutions affecting the Senate. It also includes other matter, e.g., historical lists of Senators by State and class, Cabinet members, and Supreme Court Justices. A copy is available from the Legislative Clerk.

7. Senate Procedure: Precedents and Practices

This publication contains rulings by the presiding officer and practices which relate to procedure in the Senate. An appendix contains suggested forms for various procedures, e.g., filing motions, filing conference reports. The latest version was published in 1992. Updates are available through the Senate LEGIS system (House Members and staff are not able to access the Senate databases). A copy of the publication is available through the Congressional Research Service Reading Room.

KEEPING TRACK OF LEGISLATION

1. Congressional Record

The Congressional Record, in addition to providing an edited transcript of the activities on the floor of the House and Senate, provides a daily digest highlighting both floor and committee actions. Published each day Congress is in session, the Record also includes the time of the next session and a schedule of committee meetings. Indexes are published biweekly. Copies of the Congressional Record are distributed to interested staff. (Extra copies of the Record may be obtained from the Clerk's document room at x5-3300). The Record is also available on-line to Members' Offices through the Record Service of MIN.

2. Calendars of the House of Representatives and History of Legislation

Prepared by the Clerk of the House each day the House is in session, this publication lists all House and Senate bills that have been reported, legislative histories of bills, and bills in conference. The Legislative Clerk maintains a copy.

3. Legislative Calendar

The Committee Legislative Calendar, published annually, contains detailed legislative status information on the bills referred to this committee. Other information includes a listing of committee and subcommittee meetings, subcommittee bill referrals, a subject and author index, and a list of the committee's publications. The Calendar is developed by the Legislative Clerk. Copies are distributed to committee members and staff.

4. *House Information Resources—Member Information Network (MIN) and Integrated Systems and Information Services (ISIS) databases*

As noted previously, the MIN database provides access to a number of legislative reference sources. The following is a listing of services which can be accessed through MIN and which are particularly useful in gathering information on legislation: Legis, Compilation of Acts, Congressional Quarterly, Congressional Record, Rules of the House, Text of Legislation, U.S. Code, House Votes, and House Floor Proceedings. In addition, HIR has introduced a new database system, ISIS, which provides improved access to similar types of data. Information on using and accessing ISIS and each of MIN's services is available from House Information Resources (HIR) or from the Committee's Management Information Systems Director.

5. *House Gopher Server on Internet*

The House Internet Gopher Server (gopher.house.gov) can be accessed through the Internet. While still evolving, the House Gopher Server provides access to a variety of legislative information. The text of *How Are Laws Are Made*, discussed in the prior section, is available under the Educational Resources area under Congressional Information. House and House Committee schedules are available under the House Schedules area. The Legislative Resources Area, also under Congressional Information, includes the full text of House bills and resolutions in the current Congress and listings of major floor and committee actions taken in the House and the Senate during the last three legislative days. The full text of bills can also be accessed through WAIS (the House WAIS server is diamond.house.gov at port 210, source file USHOUSE—house—bill—text—104th.src).

Information about House Committees, including the Committee on Government Reform and Oversight is also available on the House Gopher Server under House Committee Information. The information available for each Committee varies. The Government Reform and Oversight Committee typically posts information about the Committee's history and jurisdiction, schedules, list of Members, press releases, major speeches, testimony from hearings, a list of Committee publications, and a summary of the Committee's activities.

Information available on the House Gopher Server is likely to change over time and users should always check the introductory information files available on-line to understand what information is available and how to access it.

6. *Digest of Public General Bills and Resolutions*

Prepared by the Congressional Research Service, the publication is issued in several cumulative issues and supplements during each session. It provides summaries of each public bill and resolution and its current status. It is indexed by public law number, sponsor, subject, title, and identical bill number. Copies are kept by the Legislative Clerk. The information is also available on-line in Members' Offices through the Library of Congress' SCORPIO service.

7. Senate Calendar of Business

Prepared by the Secretary of the Senate, the Calendar is published each day the Senate is in session. It provides a guide to the bills which have been reported, the status of bills in conference, and a synopsis of action on all appropriations bills. Copies may be picked up in the Secretary of the Senate's office, S 208, Capitol.

8. U.S. Code Congressional and Administrative News (Private Publication)

This publication, issued monthly, provides highlights of major issues before the Congress, and summaries of major pending legislation. The publication also contains reprints of public laws enacted during the Congress, selected legislative reports, recent Executive Orders, Presidential messages, and Proclamations and Administrative regulations. Cumulative Tables reflect U.S. Code and U.S. Code Annotated Classifications, amendments and repeals. Copies are kept in the Committee Library at 2157 Rayburn.

9. Summary of Activities

House Rules require each Committee to publish a Summary of Activities for each Congress. The Committee's Summary of Activities includes descriptions of bills which were enacted into law, other legislative activities of the Committee, and investigations and oversight activities of the Committee during the previous Congress. The Chief Clerk retains copies of the Summary of Activities.

LEGAL MATERIALS

1. The Constitution of the United States of America: Analysis and Interpretation

Prepared by the American Law Division, Congressional Research Service (CRS), this publication presents the Constitution of the United States annotated by cases decided by the Supreme Court interpreting its provisions. It was revised to include all Supreme Court cases to July 2, 1982 and issued as Senate Document 99-16; it is to be revised every ten years. A cumulative supplement is issued biennially. Each Member is authorized a copy. A revision to update this publication is under development.

2. United States Code Annotated (Private Publication)

This publication presents the codification of the general and permanent laws of the United States, annotated by court decisions and several editorial features. Annual pocket parts and monthly updates supplement the basic edition. A set is maintained in the Committee Library.

3. United States Statutes at Large

Prepared by the Federal Register, this publication is a compilation of all public and private laws, concurrent resolutions passed by the Congress, and Presidential proclamations. It also contains proposed and approved amendments to the Constitution and Reorganization plans proposed by the President. The Statutes at Large is published annually (the most recent volume is 1989) and is avail-

able in the Rayburn Reference Center (B-335) or the Committee Library.

4. *"Slip Laws"*

Before binding, each law is printed separately by the GPO. The "slip law," available from 4-6 weeks following Presidential approval, reflects the public law number, bill number, date of approval, text of legislation as approved, a brief legislative history, and citations to laws and U.S. Code classifications. Copies are available from the House Legislative Resource Center Document Room, B-18, Ford House Office Building.

5. *Code of Federal Regulations (CFR)*

The Code of Federal Regulations (CFR) is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The CFR is divided into 50 titles which represent broad areas subject to Federal regulation. Each title is divided into chapters which usually bear the name of the issuing agency. Each chapter is further subdivided into parts covering specific regulatory areas.

A set is maintained in the Committee Library.

6. *Committee Archives*

The Committee Legislative Clerk maintains complete copies of the Committee's hearings, Committee prints and reports, official transcripts, and bills and resolutions referred to the Committee, for the current Congress. These materials are open to the public. Materials from previous Congresses are available from the Archivist of the United States.

SOURCES OF LEGISLATION

Only Members of Congress may introduce legislation, although the sources for legislative proposals are unlimited. It is advisable when drafting legislation to have the purposes and intent clearly in mind. The Office of the Legislative Counsel (x5-6060) can provide valuable advice and draft the legislation in proper form.

Legislative proposals by the Administration are usually sent to the Congress in the form of "executive communications." A draft of proposed legislation is sent from the President, Department or Agency to the Speaker of the House who then refers the communication to the committee or committees of appropriate jurisdiction. Notices of referral are printed daily in the Congressional Record. Following referral, the communication is delivered to the Legislative Clerk of the committee who retains them in the Full Committee files. (Staff have usually received copies by this time.)

The Committee Chairman may choose to introduce the draft bill in the form received. When the draft is introduced in the form received, the clause "(by request)" usually follows the Chairman's name on the bill cover to indicate the bill introduction is being made at the request of the Administration. Many of the annual authorization bills prepared by the Executive branch come to the committee in the form of executive communications.

While legislation may be introduced in the form received from the Administration, the Chairman may also redraft the proposal to make any changes which the Chairman believes to be necessary or desirable.

DRAFTING LEGISLATION

FORMS OF LEGISLATION

Deschler¹ defines four forms of legislation originating in the House. These are described as follows:

(1) "H.R. ____" A House bill is used for purposes of general legislation, and is the usual form for the consideration of legislative proposals. Enactment requires passage by both the House and Senate and approval by the President. Bills may originate in either the House or Senate, except those bills providing for the raising of revenue, which must be introduced in the House of Representatives (Article I, Constitution). General appropriation bills also originate in the House of Representatives. "H.R." stands for "House of Representatives," and not "House Resolution."

(2) "H.J. Res. ____" A House Joint Resolution is treated exactly the same way as an H.R. numbered bill. The H.J. Res. is traditionally used to change either a minor item in an existing law or to handle a matter of urgency which requires speedy action, or to propose constitutional amendments. The term "joint" does not signify simultaneous introduction and consideration in both Houses.

(3) "H.Con. Res. ____" A House Concurrent Resolution is used to express a non-legislative point of view of the Congress. A concurrent resolution must be approved by both Houses, although it does not require Presidential approval. On approval by both Houses, a concurrent resolution is published in a special part of the Statutes at Large.

(4) "H. Res. ____" A simple House Resolution deals with internal matters affecting the House of Representatives. It may also be used to express a non-legislative point of view of the House. A House Resolution does not require approval by the Senate or the President. Rules governing the consideration of bills on the House Floor, as well as committee budgets, are examples of House Resolutions. Resolutions are printed in the Congressional Record.

Examples of each of the above forms follow.

In the Senate, the comparable forms are:

- (1) "S. ____"
- (2) "S.J. Res. ____"
- (3) "S.Con. Res. ____"
- (4) "S. Res. ____"

¹ Deschler's Procedure in the U.S. House of Representatives, 97th Congress, Ch. 24.

Sample—House Bill

(The only official version of a House Bill is the printed version
provided by GPO)

I

104TH CONGRESS
1ST SESSION

H. R. 830

To amend chapter 35 of title 44, United States Code, to further the goals of the Paperwork Reduction Act to have Federal agencies become more responsible and publicly accountable for reducing the burden of Federal paperwork on the public, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

FEBRUARY 6, 1995

Mr. CLINGER (for himself, Mr. SISISKY, Mr. MCINTOSH, Mr. DAVIS, Mr. SOLOMON, and Mr. BLUTE) introduced the following bill; which was referred to the Committee on Government Reform and Oversight

A BILL

To amend chapter 35 of title 44, United States Code, to further the goals of the Paperwork Reduction Act to have Federal agencies become more responsible and publicly accountable for reducing the burden of Federal paperwork on the public, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 SECTION 1. SHORT TITLE.

4 This Act may be cited as the “Paperwork Reduction
5 Act of 1995”.

Sample—House Joint Resolution

(The only official version of a House Bill is the printed version provided by GPO)

1A

104TH CONGRESS
1ST SESSION

H. J. RES. 84

To commemorate the birthday of Cesar Chavez.

IN THE HOUSE OF REPRESENTATIVES

MARCH 30, 1995

Mr. FILNER (for himself, Mr. TORRES, Mr. MARTINEZ, Mr. PASTOR, Mr. SERRANO, Mr. BROWN of California, Mr. TUCKER, Mr. GONZALEZ, Ms. PELOSI, Ms. VELÁZQUEZ, Mr. GENE GREEN of Texas, Ms. WOOLSEY, Mr. MCDERMOTT, Mr. TEJEDA, Mr. ROMERO-BARCELÓ, Mr. MINETA, Mr. KENNEDY of Massachusetts, Ms. LOFGREN, Mrs. MINK of Hawaii, Ms. ROYBAL-ALLARD, and Mr. COLEMAN), introduced the following joint resolution; which was referred to the Committee on Government Reform and Oversight

JOINT RESOLUTION

To commemorate the birthday of Cesar Chavez.

Whereas Cesar E. Chavez was born March 31, 1927, on a small farm near Yuma, Arizona, and died on April 23, 1993;

Whereas the grandson of a Mexican immigrant and settler, he grew up working with migrant farm workers during which time he developed a strong work ethic and a respect for the farm workers his father called “the children of God”;

Sample—House Concurrent Resolution

(The only official version of a House Bill is the printed version
provided by GPO)

IV

104TH CONGRESS
1ST SESSION

H. CON. RES. 2

Expressing the sense of the Congress that retirement benefits for Members
of Congress should not be subject to cost-of-living adjustments.

IN THE HOUSE OF REPRESENTATIVES

JANUARY 4, 1995

Mr. COBLE submitted the following concurrent resolution; which was referred
to the Committee on Government Reform and Oversight and, in addition,
to the Committee on House Oversight, for a period to be subsequently
determined by the Speaker, in each case for consideration of such provi-
sions as fall within the jurisdiction of the committee concerned

CONCURRENT RESOLUTION

Expressing the sense of the Congress that retirement benefits
for Members of Congress should not be subject to cost-
of-living adjustments.

1 *Resolved by the House of Representatives (the Senate*
2 *concurring)*, That it is the sense of the Congress that re-
3 tirement benefits should not, to the extent that they are
4 based on the service of an individual as a Member of Con-
5 gress, be subject to cost-of-living adjustments.

Sample—House Resolution

(The only official version of a House Bill is the printed version provided by GPO)

IV

104TH CONGRESS
1ST SESSION

H. RES. 94

Expressing the sense of the House of Representatives that reduction of the Federal deficit should be a very high budgetary priority of the Government and that savings from the enactment of spending-reduction legislation should be applied primarily to deficit reduction.

IN THE HOUSE OF REPRESENTATIVES

FEBRUARY 23, 1995

Mr. ROEMER (for himself, Mr. MINGE, Ms. HARMAN, Mr. PETE GEREN of Texas, Mr. McHALE, Mr. STENHOLM, Mr. CONDIT, Mr. DEAL of Georgia, Mr. TANNER, Mr. TAYLOR of Mississippi, Mr. GIBBONS, Mr. BROWDER, Mr. DOOLEY, Mr. JACOBS, Mr. BAESLER, Mr. FARR, Mr. PETERSON of Minnesota, Mr. MONTGOMERY, Mr. POSHARD, and Mrs. THURMAN) submitted the following resolution; which was referred to the Committee on Government Reform and Oversight

RESOLUTION

Expressing the sense of the House of Representatives that reduction of the Federal deficit should be a very high budgetary priority of the Government and that savings from the enactment of spending-reduction legislation should be applied primarily to deficit reduction.

Whereas the Federal deficit is at an unacceptably high level and is projected to increase in future years;

Whereas the occurrence of high deficits undermines the economic growth and well-being of the Nation;

DRAFTING A BILL

An essential part of the process of drafting legislation is the basic articulation of the policy, or problem, which is sought to be resolved by the legislation. In addition, the methods and practice of implementing the policy must be carefully thought through and developed. The Office of the Legislative Counsel can assist staff in determining the appropriate legislative vehicle to accomplish desired goals, as well as provide support to staff in the actual drafting of legislation. The Office of the Legislative Counsel is located in 136 Cannon, x5-6060.

COMPONENTS OF A BILL

There is no standard format or arrangement to follow in the drafting of the bill, although certain elements are commonly found in legislative proposals. Some of these components and a basic description of them follow:

1. *Bill Number*: (e.g., H.R. ____, H.Res. ____).—Bills and Resolution are assigned a unique number of chronological order, beginning with each new Congress. The form of legislation, e.g., H.R. or H. Res. (see page 6 on "Forms of Legislation"), is identified along with the bill number.

2. *Title of the Bill*.—The bill title briefly describes the general purpose of the legislation.

3. *Enacting Clause*.—The enacting clause ("Be it enacted by the Senate and House of Representatives . . .") prefaces all bills and introduces the legislative text as that which has been adopted by the House and Senate.

4. *Short Title*.—The inclusion of an abbreviated version of the formal title may be convenient for reference purposes.

5. *Congressional Findings*.—A brief statement of congressional findings may be useful to explain the general reasons or conditions for the legislation.

6. *Statement of Purpose*.—The statement of purpose describes the general objectives of the legislation. Sometimes it is combined with the statement of findings, described above.

7. *Definitions*.—Definitions are frequently provided to clarify some of the terms found in the legislation. They can also be helpful in clarifying the scope of the proposal. They are also sometimes included to minimize repetitious usage of terms which appear throughout the text of a bill.

8. *Statement of Policy*.—The legislation may seek to declare a national or congressional policy with respect to the subject considered. A policy statement may be set out separately, apart from other provisions which set forth programs, reporting requirements, authorizations of appropriations, and so forth.

9. *Main Body of the Bill*.—The main body of a bill may consist of any, none or all of the following components:

- a. Program plan, specifications;
- b. Creation of an agency, council;
- c. Details related to tenure, salary;
- d. Responsibilities of the characters (e.g. agency head(s));
- e. Reporting requirements;
- f. Administrative and judicial review provisions;

- g. Repeal provisions;
- h. Authorization of appropriations;
- i. Duration of legislation; and
- j. Effective date clause.

PREPARATION OF BILL FOR FILING IN THE HOUSE

When the bill draft is ready for introduction, it should be returned to the staff member for the sponsoring Member's signature.

Staff should always make a duplicate copy of the final bill draft.

Prior to introducing the bill, a list of co-sponsors should be submitted; and the jurisdiction established with the Office of the Parliamentarian.

INTRODUCING A BILL

PROCEDURE IN THE HOUSE

A bill may be introduced anytime the House is sitting by dropping one copy of the bill in the "hopper" at the Clerk's desk in the House Chamber. Do not use the page service to drop in bills; rather, it should be hand delivered by the staff person or Legislative Clerk.

A Member is not required either to make a floor statement or to request permission on the House Floor when introducing a bill. As mentioned earlier, the only requirement is that the bill be signed by the sponsoring Member in the upper right corner.

The bill is assigned a legislative number by the House Bill Clerk and referred to the appropriate committee(s) by the Speaker, with the assistance of the Parliamentarian. The bill number and title, along with the original sponsor(s)' names and committee to which it is referred, will appear in that day's Congressional Record.

If it is necessary to know the bill number to be assigned prior to the printing of the Congressional Record (for markup purposes, for instance), make arrangements for the Legislative Clerk to drop in the measure and to secure, if possible, a number at that time. Bill numbers are normally assigned by the Bill Clerk at the end of each day, and may be obtained by calling x5-7598.

PRINTING AND COPIES

A duplicate copy of the bill should be made prior to introduction in order that it may be proofed against the new printed version. In the event that major errors appear in the bill, a "star print" can be requested by the Chief Counsel from the GPO, but only if the GPO is at fault for substantive errors.

The bill is, at the time of introduction, sent to the GPO which prints the bill within 5-7 days. The GPO prints 150 copies for committee use. Additional copies of the bill may be obtained from House Legislative Resource Center Document Room (x5-3874/5). If it is extremely important that additional copies of the bill be obtained, see the Legislative Clerk prior to the time of introduction. A letter must be sent from the Chairman of the Committee to the Director of the House Legislative Resource Center Document Room on the day the bill is introduced (See sample, page 15.) (Normally, the Legislative Clerk will call the Director of the House Legislative Resource Center Document Room ahead of time to alert him that this request is forthcoming.) The bill number must be included in this letter. It should be hand delivered to the House Legislative Resource Center Document Room, H2-B18 Ford House Office Building.

Priority Printing: If you need a bill printed in less than the normal 5-7 day period, for instance for markup, see the Legislative

Clerk. This request must be reserved for emergency situations only. The ultimate decision is made by the House Bill Clerk, who assigns first printing priority to bills to be considered on the House Floor and Rules Committee.

Sample Request for Additional Copies of Bill *

* Use this same format for additional copies of reports.

WILLIAM F. CLINGER, JR., PENNSYLVANIA
CHAIRMAN

BENJAMIN A. OLMAN NEW YORK
DAN BURTON INDIANA
CONSTANCE A. MORTILLA MARYLAND
CHRISTOPHER SHAYS CONNECTICUT
STEVEN LUDWIG NEW MEXICO
ELIAS MOSKOWITZ FLORIDA
WILLIAM H. ZELF JR. NEW HAMPSHIRE
JOHN M. MCWORTH NEW YORK
STEVEN HODGINS CALIFORNIA
JOHN L. MICA FLORIDA
PETER B. JOE MASSACHUSETTS
THOMAS M. DAVIS VIRGINIA
DAVID M. WATSON VICTORIA
JON D. AOK PENNSYLVANIA
RANDY KATE WASHINGTON
DICK CHADLER MICHIGAN
CARL QUINTERO MINNESOTA
MARLEE SOULIER INDIANA
WILLIAM J. MARTINI NEW JERSEY
JOE SCARBOROUGH FLORIDA
JOHN SHADDOCK ARIZONA
MICHAEL PATRICK FURNASSEN RHODE ISLAND
CHARLES F. BASS NEW HAMPSHIRE
STEVE C. LAFORTETTE OHIO
BARRELL BRANN SANFORD SOUTH CAROLINA
ROBERT L. ENGLISH JR. MARYLAND

ONE HUNDRED FOURTH CONGRESS

Congress of the United States

House of Representatives

COMMITTEE ON GOVERNMENT REFORM AND OVERSIGHT
2157 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-6143

March 28, 1995

CANDICE COLLINS ILLINOIS
RANKING MINORITY MEMBER
HENRY A. WADSWAN CALIFORNIA
TOM LANTOS CALIFORNIA
ROBERT E. WISE JR. WISCONSIN
MAURICE H. CHAMBERS NEW YORK
EDOUARD TONNE NEW YORK
JOHN M. SPRATT JR. SOUTH CAROLINA
LOUISE MEYERSON LAUGHLIN NEW YORK
PAUL E. KATZBERG PENNSYLVANIA
GARY A. CONDT CALIFORNIA
COLLEEN C. PETERSEN MINNESOTA
KAREN L. THURMAN FLORIDA
CAROLYN B. MALONE NEW YORK
THOMAS M. BARNETT WISCONSIN
DEANE TAYLOR ANDERSON
BARBARA ROSE COLORADO
ELLENOR HOLMES IOWA
JAMES P. MORAN VIRGINIA
DENE GREEN TEXAS
CHARLES F. WICK FLORIDA
FRANK MAGALARA PENNSYLVANIA
CHUCKA PATTAPE PENNSYLVANIA

BERNARD SANDERS VERMONT
HOUSE PERCENT

MAJORITY—(222) 225-6074
MINORITY—(202) 225-6861

Jerry Walsh
Director
House Documents Room
B18 Ford House Office Building
Washington, D.C. 20515

Dear Mr. Walsh:

We would like to obtain 150 additional copies of the District of Columbia Financial Responsibility and Management Assistance Act of 1995 which will be introduced by the Honorable Tom Davis later this evening.

Thank you for your help in this matter.

Sincerely,

Bill Clinger
WILLIAM F. CLINGER, JR.
Chairman

REFERRAL OF BILLS TO COMMITTEE

(Rule X, Clause 5)

PROCEDURE IN THE HOUSE

Every bill and resolution is referred on the day of introduction by the Speaker, with the assistance of the Parliamentarian, to the committee(s) of appropriate jurisdiction, as outlined in Rule X, Clause 1, of the Rules of the House of Representatives. The Committee on Government Reform and Oversight legislative and oversight jurisdiction is reflected on page 17.

Notice of referrals, along with the bill number, title and sponsor, appear in the daily Congressional Record following the House proceedings.

INITIAL AND SEQUENTIAL REFERRALS

The House Rules permit the Speaker to refer a bill to committees for SEQUENTIAL consideration, and to set a time limit for reporting on the first referral of a bill, as well as on subsequent referrals.

A request for sequential referral of a bill usually is made by letter from the Chairman of the Committee to the Speaker, and should be made before the first committee to whom the bill was referred has reported the bill (that is, filed the legislative report in the House). The Speaker rules on such a referral request between the time the first committee(s) orders the bill reported and files the legislative report in the House. (See sample letter on page 25). A request for sequential referral may also be made to the Speaker based on a committee amendment(s) to the bill as reported.

ERRONEOUS REFERRALS (RULE XXII)

The erroneous referral of a bill does not confer jurisdiction on the receiving committee; however, if the error remains uncorrected, the committee may act on that bill. Although it is too late to make a change of reference after such committee has reported a bill, the speaker may refer a bill sequentially after the first committee has reported it.

Correction of an erroneous referral is normally agreed to by the affected committees on the House floor by a unanimous consent request. The Rules also permit a motion by the committee claiming jurisdiction, or on the report of the committee to which the bill has been erroneously referred. Correction of such error may be made by the House without debate. These latter methods to correct a referral are rarely exercised.

Notice of erroneous referral should be made by letter from the Chairman to the Speaker, through the Parliamentarian.

LEGISLATIVE AND OVERSIGHT JURISDICTION OF THE COMMITTEE ON
GOVERNMENT REFORM AND OVERSIGHT 104th CONGRESS

“RULE X. ESTABLISHMENT AND JURISDICTION OF
STANDING COMMITTEES

“The Committees and Their Jurisdiction

“1. There shall be in the House the following standing committees, each of which shall have the jurisdiction and related functions assigned to it by this clause and clauses 2, 3, and 4; and all bills, resolutions, and other matters relating to subjects within the jurisdiction of any standing committee as listed in this clause shall (in accordance with and subject to clause 5) be referred to such committees, as follows:

* * * * *

(g) COMMITTEE ON GOVERNMENT REFORM AND OVERSIGHT

(1) The Federal Civil Service, including intergovernmental personnel; the status of officers and employees of the United States, including their compensation, classification, and retirement.

(2) Measures relating to the municipal affairs of the District of Columbia in general, other than appropriations.

(3) Federal paperwork reduction.

(4) Budget and accounting measures, generally.

(5) Holidays and celebrations.

(6) The overall economy, efficiency and management of government operations and activities, including Federal procurement.

(7) National Archives.

(8) Population and demography generally, including the Census.

(9) Postal service generally, including the transportation of the mails.

(10) Public information and records.

(11) Relationship of the Federal Government to the States and municipalities generally.

(12) Reorganizations in the executive branch of the Government.

In addition to its legislative jurisdiction under the preceding provisions of this paragraph (and its oversight functions under clause 2(b) (1) and (2)), the committee shall have the function of performing the duties and conducting the studies which are provided for in clause 4(c).

LEGISLATIVE AND OVERSIGHT JURISDICTION OF THE SUBCOMMITTEES OF THE COMMITTEE ON GOVERNMENT REFORM AND OVERSIGHT 104th CONGRESS

(1) SUBCOMMITTEE ON THE CIVIL SERVICE

Jurisdiction under House Rules

The Federal Civil Service, including intergovernmental personnel; the status of officers and employees of the United States, including their compensation, classification and retirement.

Holidays and Celebrations.

Examples of Departments and Agencies:

Federal Labor Relations Authority
Merit Systems Protection Board
Office of Personnel Management (OPM)
Office of Special Counsel

Examples of Specific Legislative Jurisdiction:

Civil Service Reform Act
Congressional Members' Pension Limitation Act of 1995 (H.R. 804)
Congressional Pay Accountability Act (H.R. 129)
Deficit Accountability Act of 1995 (H.R. 1133)
Energy Policy Act of 1992 (expires 9/30/96)
Ethics Reform Act
Executive Exchange Program Voluntary Services Act
Family Stability and Work Act of 1995 (H.R. 1250)
Federal Employees Leave Sharing Act of 1988 (expires 9/30/95)
Firefighters Pay Fairness Act of 1995 (H.R. 858)
Hatch Act
Professional Trade Service Corps Act (H.R. 1567)
Ramspeck Act Whistleblower Protection Act Amendments of 1994 (expires 9/30/97)
Workforce Restructuring Act

(2) SUBCOMMITTEE ON THE DISTRICT OF COLUMBIA

Jurisdiction under House Rules:

Measures relating to the municipal affairs of the District of Columbia in general, other than appropriations.

Examples of Departments and Agencies:

District of Columbia (City of)
District of Columbia Financial Control Board.
National Capitol Planning Commission
Pennsylvania Avenue Development Corporation
Washington Metropolitan Area Transit Authority (METRO)

Examples of Specific Legislative Jurisdiction:

District of Columbia Budgetary Efficiency Act of 1991 (expires 9/20/95)

- District of Columbia Code (Amendments to)
- District of Columbia Financial Responsibility and Management Assistance Act of 1995 (H.R. 1345)
- District of Columbia Government Comprehensive Merit Personnel Act
- District of Columbia Police Authorization and Expansion Act of 1989
- District of Columbia Self-Government and Governmental Reorganization Act
- District of Columbia Spouse Equity Act
- National Capitol Transportation Act
- Saint Elizabeth's Hospital and District of Columbia Mental Health Services Act

(3) SUBCOMMITTEE ON THE POSTAL SERVICE

Jurisdiction under House Rules:

Postal service generally, including the transportation of the mails.

Examples of Departments and Agencies:

- United States Postal Service
- Postal Rate Commission
- Examples of Specific Legislative Jurisdiction:
 - Deceptive Mailings Prevention Act
 - Drug and Household Substance Mailing Act
 - Franking Reform Act of 1995 (H.R. 1291)
 - Free Trade With Cuba Act (H.R. 883)
 - Postal Privacy Act of 1995 (H.R. 434)
 - Postal Reorganization Act
 - Reduce the Mail Allowance of Members (H.R. 71)
 - The Privatization of the U.S. Postal Service (H.R. 210)
 - To amend the Federal Election Campaign Act of 1971 (H.R. 732)

(4) SUBCOMMITTEE IN GOVERNMENT MANAGEMENT,
INFORMATION AND TECHNOLOGY

Jurisdiction under House Rules:

The overall economy, efficiency and management of Government operations and activities, including Federal procurement.

Reorganization of the executive branch of the Government.

Budget and accounting measures generally.

Public Information

Examples of Departments and Agencies:

All Departments and Agencies (Management Practices Only)

- Board for International Broadcasting
- Executive Office of the President (All agencies except those mentioned elsewhere)
- Federal Communications Commission
- Federal Election Commission

General Services Administration (GSA)
 General Accounting Office (GAO)
 Government Printing Office (GPO)
 National Foundation on the Arts and Humanities
 Office of Government Ethics
 Smithsonian Institution
 United States Information Agency

Examples of Specific Legislation Jurisdiction:

Cash Management Improvement Act
 Chief Financial Officers Act
 Computer Matching and Privacy Protection Act
 Federal Advisory Committee Act
 Federal Property and Administrative Services Act
 Freedom of Information Act
 FTS 2000
 Government in the Sunshine Act
 Government Performance and Results Act
National Historical Publications and Records Authoriza-
tion Act of 1994 (expires 9/30/97)
 National Performance Review
 Office of Federal Procurement Policy Act
 Office of Government Ethics Amendments Act of 1992
 Privacy Act
 Procurement Reform
United States Holocaust Memorial Council Reauthoriza-
tion (expires 9/30/2000)

(5) SUBCOMMITTEE ON NATIONAL ECONOMIC GROWTH,
 NATURAL RESOURCES, AND REGULATORY AFFAIRS

Jurisdiction under House Rules:

The overall economy, efficiency and management of Government operations and activities, specifically agencies responsible for the nation's economy and natural resources.
 Federal paperwork reduction.

Examples of Departments and Agencies:

Administrative Conference of the United States
 Commodity Futures Trading Commission
 Consumer Product Safety Commission
 Council of Economic Advisors (Part of EOP)
 Council on Environmental Quality (Part of EOP)
 Department of Agriculture
 Department of Commerce (non-census)
 Department of Energy (DOE)
 Department of the Interior
 Department of Transportation (DOT)
 Department of Treasury
 Environmental Protection Agency (EPA)
 Export-Import bank
 Federal Deposit Insurance Corporation (FDIC)
 Federal Home Loan Mortgage Corporation (Freddie Mac)
 Federal Reserve System

Federal Trade Commission (FTC)
 Interstate Commerce Board
 National Credit Union Administration
 National Mediation Board
 National Transportation Safety Board
 Nuclear Regulatory Commission
 Office of Nuclear Waste Negotiator
 Overseas Private Investment Corporation
 Security and Exchange Commission (SEC)
 Small Business Administration (SBA)
 Tennessee Valley Authority (TVA)
 United States International Trade Commission
 United States Trade Represent (Part of EOP)

Examples of Specific Legislative Jurisdiction:

Corrections Day
 Energy Policy Act of 1992 (expires 9/30/96)
 Paperwork Reduction Act (H.R. 830)
 Regulatory Sunset and Review Act of 1995 (H.R. 994)
 Regulatory Transition Act of 1995 (H.R. 450)

(6) SUBCOMMITTEE ON NATIONAL SECURITY, INTERNATIONAL AFFAIRS, AND CRIMINAL JUSTICE

Jurisdiction under House Rules:

The overall economy, efficiency and management of Government operations and activities, specifically with agencies responsible for the nation's defense, international affairs, and criminal justice.

Population and demography generally, including the Census.

Public Records
 National Archives

Examples of Departments and Agencies:

African Development Foundation
 American Battle Monuments Commission
 Central Intelligence Agency (CIA)
 Commission on Civil Rights
 Defense Base Closure and Realignment Commission
 Defense Intelligence Agency (DIA)
 Defense Nuclear Facilities Safety Board
 Department of Defense (except Corps of Engineers)
 (DOD)
 Department of Justice
 Department of State
 Federal Emergency Management Agency
 Inter-America Foundation
 Legal Services Corporation
 National Aeronautics and Space Administration (NASA)
 National Archives and Records Administration
 National Security Agency (NSA)
 National Security Council (Part of EOP)

Office of National Drug Control Policy (Drug Czar) (Part of EOP)

Panama Canal Commission
 Peace Corps
 Selective Service System
 U.S. Arms Control and Disarmament Agency
 U.S. Courts (except U.S. Tax Court)
 U.S. International Development Cooperation Agency

Examples of Specific Legislative Jurisdiction:

Federal Property and Administrative and Services Act
 Poverty Data Correction Act (H.R. 547)
 Presidential Records Act
 Welfare Transformation Act of 1995 (H.R. 1157)
 13 U.S.C. (Sections dealing with Census Bureau)
 44 U.S.C. Sec. 2101 (public printing and documents)
 (and those relative sections following)

(7) SUBCOMMITTEE ON HUMAN RESOURCES AND
 INTERGOVERNMENTAL RELATIONS

Jurisdiction under House Rules:

The overall economy, efficiency and management of Government operations and activities, specifically with agencies responsible for the nation's health, housing, education and welfare.

Relationship of the Federal Government to the States and municipalities.

Examples of Departments and Agencies:

ACTION
 Advisory Commission on Intergovernmental Relations
 Corporation for National and Community Service
 Department of Education
 Department of Health and Human Services (HHS)
 Department of Housing and Urban Development (HUD)
 Department of Labor
 Department of Veterans Affairs
 Equal Employment Opportunity Commission
 Federal Housing Finance Board
 Federal Mediation and Conciliation Board
 Federal Retirement Thrift Investment Board
 National Council on Disability
 National Labor Relations Board
 National Mediation Board
 Neighborhood Reinvestment Corporation
 Occupational Safety and Health Review Commission
 Pension Benefit Guaranty Corporation
 Railroad Retirement Board

Examples of Specific Legislative Jurisdiction:

American Health Security Act of 1995 (H.R. 1200)
 Comprehensive Preventative Health & Promotion Act of 1995 (H.R. 23)

Federal Mandate and Community Assistance Reform
Act

Interstate Child Support Act of 1995 (H.R. 95)

State and Local Employees Bill of Political Rights (H.R.
151)

Student Loan Evaluation & Stabilization Act of 1995
(H.R. 530)

Unfunded Federal Mandates Relief Act of 1995 (H.R.
261)

SUBCOMMITTEE REFERRAL

COMMITTEE PROCEDURE

All bills and resolutions referred to the Committee appear daily in the Congressional Record.

All legislation referred to the Committee will be referred to the subcommittee(s) of the appropriate jurisdiction within two weeks, unless, pursuant to rule 8 of the Committee Rules Governing Procedure, consideration is to be made by the Full Committee.

A brief letter written to the Subcommittee Chairman over the Chief Counsel's signature relates the Chairman's request that the bill be referred to the Subcommittee. Copies of the referral letter and bill are distributed to the subcommittee staff. These copies serve as notice to the Subcommittee staff, and gives them an opportunity to request agency comments on the legislation. A sample referral letter appears on page 25.

Referrals

If a subcommittee feels a sequential referral of a bill is warranted, a request should be made to the Chief Counsel. This usually takes the form of a memorandum, so that such justification of referral can be made part of the permanent record.

Sample—Subcommittee Referral Letter

WILLIAM F. CLINGER, JR., PENNSYLVANIA
CHAIRMAN

WILLIAM A. GILMAN, NEW YORK
DAN BURTON, INDIANA
CONSTANCE A. MORELLA, MARYLAND
CHARLOTTE S. SHAW, CONNECTICUT
STEPHEN SCHIFF, NEW HAMPSHIRE
BLAKE A. RICH, ILLINOIS
WILLIAM H. DELBY, JR., NEW HAMPSHIRE
CHRIS M. WATKINS, NEW YORK
STEPHEN HODG, CALIFORNIA
JAMES L. BROWN, FLORIDA
PETER WILTON, MASSACHUSETTS
THOMAS M. CARP, VIRGINIA
DAVID W. NELSON, INDIANA
JOHN D. ROE, PENNSYLVANIA
RANDY KATE, WASHINGTON
DICK DURBIN, ILLINOIS
GEORGE E. BROWN, CALIFORNIA
WILLIAM F. MARSH, NEW JERSEY
JIM T. WELLS, FLORIDA
JOHN M. MCCONNELL, KANSAS
MICHAEL PATRICK LEAVELAND, KANSAS
CHARLES E. BROWN, NEW HAMPSHIRE
STEVE C. LATTURE, OHIO
MICHAEL J. BROWN, SANFORD, SOUTH CAROLINA
ROBERT L. THURMOND, JR., MARYLAND

ONE HUNDRED FOURTH CONGRESS

Congress of the United States

House of Representatives

COMMITTEE ON GOVERNMENT REFORM AND OVERSIGHT

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

March 29, 1995

CARLOS COLLINS, ILLINOIS
BANKING MINORITY MEMBER
HENRY A. WASSMAN, CALIFORNIA
TOM LANTOS, CALIFORNIA
ROBERT E. WISE, JR., WEST VIRGINIA
MAJOR R. DAVIS, NEW YORK
SCOTT W. TOWNE, NEW YORK
JOHN M. SPRATT, JR., SOUTH CAROLINA
LOUISE BENTON SLAGHTER, NEW YORK
PAUL E. SANDERS, PENNSYLVANIA
BARRY A. COHEN, CALIFORNIA
COLLIN C. PETROUSEK, MINNESOTA
KAREN L. THURMAN, FLORIDA
CAROLYN B. MALONEY, NEW YORK
THOMAS H. BARNETT, WISCONSIN
GENE TAYLOR, MISSISSIPPI
BARBARA ROSE COLLINS, MICHIGAN
ELLAMOR HOLMES HORTON, DC
JAMES P. MORAN, VIRGINIA
GENE GREEN, TEXAS
CAROL P. MEEK, FLORIDA
FRANK MARCANA, PENNSYLVANIA
CHAS. FATTAL, PENNSYLVANIA

BERNARD SANDERS, VERMONT
INDEPENDENT

MAJORITY—(202) 225-6016
MINORITY—(202) 225-6067

The Honorable Tom Davis
Chairman
Subcommittee on the District of Columbia
B349-A Rayburn Office Building
Washington, D.C. 20515

Dear Mr. Chairman:

Chairman Clinger has requested the referral of the following bill to your subcommittee:

H.R. 1345, District of Columbia Financial Responsibility and Management
Assistance Act of 1995.

A copy of the bill is attached.

Sincerely,



Kevin M. Sabo
General Counsel

Attachment

EXECUTIVE BRANCH REVIEW OF LEGISLATION

At the time of subcommittee referral of a bill, the Subcommittee Staff Director will determine whether Executive Department comments are desired on a piece of legislation. These requests should be limited to bills on which the subcommittee has a reasonable expectation of further action. This request is a brief letter written under the Subcommittee Chairman's signature (see page 27). The Staff Director should indicate if comments are desired by a certain date.

Depending on the future course of a bill, staff may wish to follow up this initial request for evaluation by writing a more detailed letter to the Department or Agency, under the Subcommittee Chairman's signature, or by establishing telephone contact with the appropriate office. If receipt of a legislative evaluation is essential, it is recommended that subsequent contact be made with the appropriate offices.

Executive Agency evaluations are routinely routed through the Office of Management and Budget (OMB) to determine whether the bill is consistent with the program of the President. These reports are not binding on the committee in determining whether or not to act favorably on the bill.

Since executive comments are filed with the legislative history and are summarized (e.g., favorable, unfavorable, suggests amendments) and entered in the Legislative Calendar, request letters and copies of responses must be provided to the Legislative Clerk.

Sample—Request for Executive Branch Review of Legislation Letter

WILLIAM F. CLINGER JR., PENNSYLVANIA
Chairman

BENJAMIN A. GILMAN, NEW YORK
DAN BURTON, INDIANA
CONSTANCE A. MORELA, MARYLAND
CHRISTOPHER SWAN, CONNECTICUT
J. E. LOTH, NEW MEXICO
KEENA WYLLIE, NEW JERSEY
WILLIAM J. CLIFT JR., KENTUCKY
PHILIP M. HATCH, UTAH
STEPHEN HATCH, CALIFORNIA
JOHN L. MULLIS, TEXAS
PETER B. JOE, MASSACHUSETTS
TIM WELLS, NEW HAMPSHIRE
DAVID W. BONIOR, INDIANA
JOHN D. COLE, PENNSYLVANIA
RANDY TATE, MICHIGAN
BOB WHITMAN, MICHIGAN
COLLEEN HANCOCK, MINNESOTA
MARIE E. SWANSON, INDIANA
WILLIAM J. MARTIN, NEW JERSEY
P. E. JOHNSON, OHIO
JOHN W. DODD, ARIZONA
MICHAEL PATRICK FLANNAGAN, ILLINOIS
TIMOTHY J. BASS, NEW HAMPSHIRE
STEVE LEE, LOUISIANA
BERNARDINO MORA, SOUTH CAROLINA
ROBERT L. EMMICH JR., MARYLAND

ONE HUNDRED FOURTH CONGRESS

Congress of the United States House of Representatives

COMMITTEE ON GOVERNMENT REFORM AND OVERSIGHT
2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-8143

May 4, 1995

LARRY D. TOLSON, DISTRICT OF COLUMBIA
RICHARD M. ROBERTS, MISSOURI
KEVIN J. WALSH, CALIFORNIA
TOM LANTIER, CALIFORNIA
ROBERT E. WITTE JR., WEST VIRGINIA
MAGUIRE CONRAD, ALABAMA
EDIE LIPKUS, TEXAS
JOHN W. SPRUE JR., TEXAS
LOU MEYERSON, CALIFORNIA
PAUL E. KANIGORSKI, PENNSYLVANIA
LARRY A. CROWLEY, CALIFORNIA
CAROLYN B. MALONEY, NEW YORK
THOMAS R. BARNES, MISSISSIPPI
JAMES L. HANCOCK, MISSISSIPPI
BARTENDER ROSE, CALIFORNIA
ELEANOR HOLMES, NEW YORK
JAMES P. MORAN, VIRGINIA
CAROL P. MILLER, ALABAMA
FRANK MACCARRA, PENNSYLVANIA
CHAKA FATTAH, PENNSYLVANIA

BERNARD SANDERS, VERMONT
JUDITH MOORE, NEW YORK

MAIL ROOM - (202) 225-6078
MAIL ROOM - (202) 225-6081

The Honorable Alice Rivlin
Director
Office of Management and Budget
Washington, D.C. 20503

Dear Ms. Rivlin:

H.R. 000, "insert short title or brief description of measure derived from long title here", has been referred to the Committee on Government Reform and Oversight. The purpose of the legislation is to "insert appropriate words".

I am enclosing a copy of H.R. 000 for your review and would appreciate your comments. The views and recommendations of your Agency will be helpful to my Subcommittee in its present consideration of this bill.

Thank you for your cooperation. I shall look forward to hearing from you at your earliest convenience.

Sincerely,

TOM DAVIS
Chairman
Subcommittee on the District of Columbia

HEARINGS ON PROPOSED LEGISLATION

Subcommittees may choose to conduct hearings on a legislative proposal either before or after a bill's introduction. The nature of the legislation will determine how the subcommittee wishes to conduct its hearings. Hearings should be scheduled so that there is an opportunity to review the proposal carefully, and that all responsible points of view are heard. Under clause (j) of Rule XI of the Rules of the House, the minority members of the Committee have the right to call witnesses with respect to the measure being considered during at least one day of hearings.

Sometimes Full Committee hearings are used as an alternative approach when the bill overlaps Subcommittee jurisdictions.

All hearings are to be conducted in accordance with the Rules of the House and the Committee Rules Governing Procedure.

[See House Rules XI, 2(g)(3)–(4), (j), and (k) and Committee Rule 12.]

MARKUP

GENERAL INFORMATION RELATED TO MARKUP

COMMITTEE RULES GOVERNING PROCEDURE

Meetings of Subcommittees and the Full Committee are conducted in accordance with the Rules of the House and the Committee Rules Governing Procedure, attached as Appendix I. In particular, those rules address such procedures as quorum requirements and Committee records.

QUORUM REQUIREMENTS (RULE XI, CLAUSE 2)

The House Rules require the presence of at least two committee Members to take testimony and receive evidence.

One-third of the committee Members constitute a quorum for all purposes except that a majority of the committee or subcommittee Members must be present in order to 1) report or table any legislation, measure, or matter; 2) close committee meetings or hearings; and 3) authorize the issuance of subpoenas. Note however, that a majority of the Members present (in compliance with House Rules) may vote to close a hearing for the sole purpose of discussing whether testimony or evidence to be received would endanger the national security or violate Rule XI, 2(k)(5) (when it is asserted that the evidence or testimony at an investigatory hearing may tend to defame, degrade, or incriminate any person). In addition, the committee or subcommittee may, by the same procedure, vote to close one subsequent day of hearings. If a point of order is raised and sustained during any of the above proceedings, the record should reflect the establishment of a quorum in order to proceed.

COMMITTEE RECORDS (RULE XI, CLAUSE 2(e)(1))

The House Rules require each committee to keep a complete record of all committee actions, to be available for public inspection at a reasonable time, which shall include:

(1) Record of votes on any question on which a roll call vote is demanded, including:

Names of Members voting for,
Names of Members voting against,
Names of Members voting present.

(2) Description of amendments, motions, order or other proposition.

Roll call sheets and copies of each amendment are retained as part of the official file of the meeting. For convenience, record votes are recorded by the court reporter and they appear in the transcripts. All staff and Members are cautioned, however, not to depend on this for official vote results, which can best be obtained from a Roll Call sheet.

SUBCOMMITTEE MARKUP

When a subcommittee has concluded its hearings on a bill, a markup may be scheduled to consider any amendments to the legislation, and to decide the final action of the subcommittee on the legislation.

Member and staff activities prior to the markup normally include an extensive review of witness testimony from hearings on the bill and consultation with agencies and other interested organizations on the legislation. Staff may wish to meet with subcommittee and other concerned Members and staff regarding the markup agenda, which may include a solicitation of proposed amendments.

MARKUP MATERIALS

Some of the materials staff can be expected to prepare for the subcommittee markup include the following:

—Copies of the bill to be marked up (Committee print reflecting proposed amendments) may be obtained from GPO with 24 hours notice. A subcommittee can notice a markup of either a bill or a committee print or, by unanimous consent, can use a committee print as original text for purpose of amend as original text.

—Summary of hearings (and any other background material).

—Appropriate motions for subcommittee actions (see page 31).

ORDER OF BUSINESS

Subcommittee markup sessions tend to be less formal than Full Committee markup sessions. Members and staff may, for instance prefer to conduct a roundtable discussion on the bill. The order of business is, of course, at the discretion of the Subcommittee Chairman. A typical agenda for the consideration of a bill might be as follows:

I. Convene Meeting—Opening Remarks, if any (Subcommittee Chairman or other member).

II. Procedure for reading the bill—Unanimous Consent to dispense with the 1st reading.

III. Discussion of Bill.

IV. Bill read for amendment under the 5-minute rule.

V. Motion to report to Full Committee (Committee Rules require a quorum consisting of a majority of the Subcommittee members to report the bill, but this requirement is frequently waived when the bill is reported by voice vote.)

COURSES OF ACTION

The subcommittee has several courses it may take on a bill in markup. It will ordinarily forward the bill to Full Committee with a favorable or an adverse recommendation, or without recommendation. In so doing, the subcommittee may:

(a) Report the bill without amendment: The subcommittee makes no changes to the bill as introduced.

(b) Report the bill with an amendment: The subcommittee adopts (1) a singular amendment, or (2) an amendment in the nature of a substitute.

(c) Report the bill with amendments: The subcommittee adopts multiple amendments.

(d) Report a clean bill to the Full Committee: If a clean bill is reported to the Full Committee, the original bill, along with the subcommittee-approved amendments, is reintroduced in the House and assigned a new number. If the subcommittee has completed its markup of the bill, the bill is not referred to the subcommittee having jurisdiction but, rather, retained in the Full Committee when consistent with committee rules. (If a clean bill is to be dropped in, check with the Legislative Clerk to arrange a priority printing of the bill, if necessary).

(e) Tabling the legislation: Tabling a bill in subcommittee is a final adverse disposition of the matter in the subcommittee. (If an amendment to the bill is tabled, the entire bill is tabled.) If the subcommittee does not intend to take further action on the bill, a markup will probably not be held in the first place.

SUBCOMMITTEE MARKUP MOTIONS

Staff may wish to prepare anticipated motions for Members' use in markup. The following sample motions are some of those typically used in subcommittee markup sessions.

Motion to Report the Bill to Full Committee

"Mr. Chairman, I move that the subcommittee report the bill H.R. ____ (as amended). Furthermore, I move to instruct the staff to prepare the Subcommittee Report, to make technical and conforming amendments, and that the Chairman take all necessary steps to bring the bill before the Full Committee for consideration."

Motion to Introduce a Clean Bill

"Mr. Chairman, I move that a clean bill be prepared by the Chairman for introduction in the House for further consideration by the Committee."

SUBCOMMITTEE REPORT

The subcommittee must present to the Full Committee its findings and recommendations on a bill it has reported. Although the House Rules do not require that this be a formal report (as is the Committee Legislative Report on a bill), it is customary on some committees that a subcommittee's findings and recommendations be presented to the Full Committee in informal report form. This informal report usually takes the form of a memorandum from the Subcommittee Chairman to the Full Committee Chairman, and is presented by the Subcommittee Chairman to the Full Committee at Full Committee markup.

While each subcommittee decides what information is important to include in the report, the report should generally contain sufficient material to inform fully the Members of the full Committee as to the subcommittee's actions. The report may include materials previously prepared by the staff for the subcommittee markup, such as (1) the purpose of the legislation; (2) a description or section-by-section analysis of the bill; and (3) background of the legislation. The report should also summarize the subcommittee's actions, including an explanation of subcommittee amendments.

FULL COMMITTEE MARKUP

(A review of general rules and procedures related to markup is covered in an earlier section, page 29).

When a subcommittee has ordered a bill reported to the committee, a markup may be scheduled to provide all Members of the committee an opportunity to ask questions about the bill, and amend and vote on the legislation.

Committee Rule 16(a) requires Members of the Committee to be notified in writing of date, place, and subject matter of a markup session at least 3 days in advance of consideration. Where practicable, copies of the markup vehicle are also required to be provided to Members' offices 3 days in advance. Additional explanatory materials, such as the subcommittee report, if available, should also be provided at this time.

MARKUP MATERIALS

At the markup, a sufficient number of copies for all Members and pertinent subcommittee and committee staff should be provided with respect to each of the following items:

Copies of bills or the mark-up vehicle to be marked up (Committee Print reflecting proposed amendments may be obtained from the Printer with 24 hours notice).

Amendments, and proposed committee views, including name of Member, bill number and date (these should be forwarded to the Legislative Clerk prior to markup meeting, if possible). (Expected amendments are often compiled in a proposed amendment roster.)

Appropriate motions relative to committee actions (see page 33).

ORDER OF BUSINESS

The order of business is, of course, at the discretion of the Full Committee Chairman. (See the Chief Counsel if you want something on the agenda).

A typical agenda for the consideration of a bill at a legislative markup would be as follows:

I. Convene Meeting—Chairman announces purpose, then calls on Subcommittee Chairman.

II. Presentation of Subcommittee Report (Subcommittee Chairman).

III. Procedure for reading the bill—Unanimous Consent to dispense with the 1st reading.

IV. Discussion of Bill.

V. Bill open for amendment. (If a Committee Print is used as original text in lieu of bill, a unanimous consent request must be made to do so).

VI. Motion to Report the Bill.

COURSES OF ACTION

Once the bill has been considered, the committee has several courses it may take in reporting the bill, including the following:

(a) Report the bill without amendment: The committee makes no changes to the text of the bill as introduced.

(b) Report the bill with an amendment: The committee adopts (1) a singular amendment, or (2) an amendment in the nature of a substitute (i.e., strike all after the enacting clause and substitute the text of the amended bill approved by the committee).

(c) Report the bill with amendments: The committee adopts multiple amendments.

(d) Order a clean bill reported: If a clean bill is reported, the original bill, along with the amendments adopted by the Full Committee, is reintroduced and assigned a new number. The Full Committee must be reconvened to consider and report the clean bill.

(e) Report unfavorably or adversely: Committees rarely report a bill adversely, since reporting a bill adversely in effect tables the legislation. An adverse report is more likely if the bill is a concurrent or sequential referral (e.g., H.R. 11392, 95th Congress). In the event a bill is adversely reported, then the committee proceeds to file an "Adverse Report" on the bill in the House. (See "Legislative Reports", page 35).

(f) Report without recommendation.

(g) Tabling the legislation: Tabling the legislation prevents action on the bill. (If an amendment to the bill is tabled, the entire bill is tabled.)

FULL COMMITTEE MARKUP MOTIONS

Staff may wish to prepare anticipated motions for the Members's use in markup. The following sample motions are some of those typically used in Full Committee markup sessions:

Motion to Report the Bill, As Amended

"Mr. Chairman, I move that the committee favorably report the bill, H.R. ____ (as amended). Furthermore, I move to instruct the staff to prepare the legislative report, to make technical and conforming amendments, and that the Chairman take all necessary steps to bring the bill before the House for consideration."

(Note: When the Full Committee has approved the motion to report the bill to the House, the bill is considered "ordered reported". The bill is not considered "reported" until the legislative report accompanying it has been filed in the House).

Motion to Introduce a Clean Bill

"Mr. Chairman, I move that a clean bill be prepared by the Chairman for introduction in the House and further consideration by the Committee."

(Note: If the motion is adopted, the Full Committee must reconvene to order the clean bill reported).

FULL COMMITTEE RECOMMENDATIONS

The recommendations of the Full Committee with respect to a bill or resolution ordered reported to the House are embodied in a written report. Legislative reports and House Rules and procedural guidelines relating to them are the subject of the next chapter.

LEGISLATIVE REPORTS

GENERAL INFORMATION

A House report on behalf of the Chairman of the Committee on legislation is a document prepared by the staff of the committee, and filed in the House of Representatives on any bill, joint resolution, concurrent resolution or House resolution that has been ordered reported by the Full Committee. The staff of the subcommittee(s) reporting the legislation normally assist in the preparation of the legislative report, although the report is always submitted to the House by the Chairman of the Committee. The function of the report is to explain fully a piece of legislation.

Committee legislative reports are key in the development of the legislative history of a law. They are used by courts, executive departments and agencies, and the public as a source of information regarding the purpose and intent of a law.

Committee legislative reports are required to include various items specified by the Rules of the House. Failure to do so will make a report subject to a point of order on the House floor, which if sustained by the Chair, could either kill the legislation or require the committee to take further steps to correct the defect. The required contents are enumerated on page 35. The final draft of the report (excluding views signed by other committee members) should be approved by the Chairman. Filing of the report is approved by the Chief Counsel, following clerical review by the Legislative Clerk.

Committee investigative reports, products of study and review of a particular subject or problem within the committee's interests and jurisdiction, can also be filed in the House as House Reports, following review and approval of the Committee. Committee Rule 4 requires any document published as a House Report to be approved by the full committee at a meeting, with the right of Members to submit additional views. The submittal letter to the Speaker must have an original signature of the Committee Chairman.

LEGISLATIVE REPORTS ON SEQUENTIALLY REFERRED BILLS

The House Rules permit the Speaker to set a deadline date for reporting a bill to the House on the first referral of a bill, as well as on sequential referrals.

A legislative report to accompany a sequential referral is written as a normal legislative report; and similarly would be written only on those matters under the jurisdiction of the committee.

A reported bill is reprinted only after the last committee to which it has been referred has reported the measure.

ADVERSE REPORTS

An adverse report is an unfavorable report made to the House on a bill or resolution. An adverse report would more likely be made in the case of a concurrent, sequential, or multiple referral. (See also the legislative history of H.R. 11392, 95th Congress.)

An adverse legislative report should be noted as such on the front report cover, and contain all of the required information of a legislative report, pursuant to the Rules of the House of Representatives (see "Legislative Report Contents," below).

LEGISLATIVE REPORT CONTENTS

The following is a suggested format to assist in the preparation of a legislative report.

Some of the items are required by the Rules of the House, while others may be included to further clarify and strengthen the committee's position.

1. Legislation reflecting amendments adopted (prepared by the Office of the Legislative Counsel).

2. Table of Contents.

3. Copy of Legislation.

4. Short Summary of Legislation.

5. Summary of Committee Actions.

6. Purpose of the Bill.

7. Committee Actions.

8. Background and Need for the Legislation.

9. Explanation of the Bill.

10. Section-by-Section Analysis of the Bill.

11. Committee Views.

12. Committee Cost Estimate on Bills or Joint Resolutions of Public Character.

13. Inflation Impact of Bills and Joint Resolutions of Public Character.

14. Committee Oversight Findings and Recommendations.

15. Budget Analysis and Projection (on Legislation Containing New Budget Authority to Tax Expenditures).

16. Congressional Budget Office Cost Estimate and Comparison.Changes in Existing Law (Ramseyer) (Rule XIII, Clause 3).

17. Administration Position.

18. Changes in Existing Law (RAMSEYER).

19. Results of Record Votes on Amendments and Reporting.

20. Congressional Accountability.

21. Unfunded Mandate Requirements in Accordance With Public Law 104-4.

22. Supplemental, Minority, Dissenting, or Additional Views.

A more detailed discussion follows:

1. AMENDMENTS

If the committee is favorably reporting a bill with amendment(s), the amendments should be enumerated following the recommendations of the committee that appears on the cover of the report ("... reports favorably thereon with amendments(s) and recommends that the bill as amended do pass"). The Office of Legisla-

tive Counsel provides the cover page for the report, and the bill showing the amendments adopted in Full Committee.

At this point, the following should be inserted:

“The amendments to the bills as introduced are as follows: (List each amendment, e.g.):

Page 2, line 10 delete the word “each”.

Page 15, line 7 delete after the words “shall be” through line 11.”

The report identifies amendments by page and line reference to the bill as introduced; the references may not correspond to the pages and lines of the reported print of the bill. To reduce possible confusion, amendments can be drafted to the sections or subsections, thereby eliminating the confusion problem. (By unanimous consent, the Committee often combines multiple amendments adopted at Committee as a single amendment in the nature of a substitute, and therefore the bill as amended is printed in its entirety at this point.)

If there is only one amendment, or if the amendment is in the nature of the substitute, the following should be inserted:

“The amendment is as follows:

(list the one amendment); OR

“Strike out all after the enacting clause and insert in lieu thereof the following:

(Insert entire text of substitute amendment)”

* * * * *

Amending the title of a bill

An amendment to the title of the bill is reflected last by setting out, in a final provision of the bill, the new title in its entirety, as follows:

“Amend the title so as to read: (New title in full)”

The new title is not reflected on the cover of the bill as reported nor on the face of the legislative report; rather, it should be included in the enumeration of committee amendments, described above.

2. TABLE OF CONTENTS

A table of contents is particularly useful in longer reports. The contents should be placed after the enumeration of amendments.

3. COPY OF LEGISLATION

4. SHORT SUMMARY OF LEGISLATION

5. SUMMARY OF COMMITTEE ACTIONS

The inclusion in the report of a brief summary of committee actions can provide a quick orientation to the purposes, scope, and funding of a bill, issues raised, and the committee's recommendations. Such an overview can be particularly useful during floor debate to Members who are less familiar with the legislation.

6. PURPOSE OF THE BILL

A brief paragraph stating the purpose of the bill, and amount of funds authorized (if included in the bill) to carry out the bill should be included under this section.

7. COMMITTEE ACTIONS

A discussion of hearings and markup actions can be included here, in varying degrees of detail. Staff may want to confine the discussion to the legislative history of the bill, mentioning dates of hearings, markups, and explanation of predecessor bills to the reported bill.

8. BACKGROUND AND NEED FOR THE LEGISLATION

Depending on the nature of a piece of legislation, the background may be very brief, or quite extensive. This section should summarize the need for the particular legislation, and discuss events leading to the introduction of the legislation.

9. EXPLANATION OF THE BILL

This section should include a thorough explanation of the provisions of the bill, in order to present the committee's intent. Staff may wish to explain the bill by section or by program, along with commentary with regard to committee intent.

10. SECTION-BY-SECTION ANALYSIS OF THE BILL

This section does not duplicate the "Explanation of the Bill" section described above. Rather, the sectional analysis gives a brief overview of each section of the bill, and is not a statement of the committee's intent, as described in the Explanation section.

11. COMMITTEE VIEWS

Like the explanation of the bill, Committee views serve to clarify and interpret the intent of the bill. Committee views are enunciated and determined by a Member(s). They may be included in the report as a separate section.

12. COMMITTEE COST ESTIMATE ON BILLS OR JOINT RESOLUTIONS OF PUBLIC CHARACTER

Committee cost estimates are optional when the Congressional Budget Office cost estimates have been included in the legislative report (see item 15). In the absence of a CBO cost estimate, the committee must estimate the costs to carry out the bill in the fiscal year reported and in each of the 5 fiscal years thereafter (or for the duration of the program if less than 5 years), and must compare with its cost estimate any cost estimate submitted to the committee by any other government agency. The following language may be used to introduce the committee's cost estimate:

"In accordance with the requirements of section 252(b) of the Legislative Reorganization Act of 1970 and pursuant to Rule XIII, Clause 7 of the Rules of the House of Representatives, the committee estimates the costs to be incurred by the Federal Government

during the current and five subsequent years as a result of the enactment of this legislation as follows:

"Fiscal year:

"1995	\$XXX
"1996	XXX
"etc."	XXX

13. INFLATION IMPACT OF BILLS AND JOINT RESOLUTIONS OF PUBLIC CHARACTER

Each report of a committee on a bill of a public character must contain a detailed analytical statement as to whether the enactment of a bill into law may have an inflationary impact on the prices and costs in the operation of the national economy. (The Congressional Budget Office can assist staff in preparing such a statement). The following language may be used to comply with this requirement:

"In accordance with Rule XI, Clause 2(l)(4), of the Rules of the House of Representatives, this legislation is assessed to have (no adverse) (minimal) inflationary effect on prices and costs in the operation of the national economy." or

"The following statement is made concerning the inflationary impact of the legislation:"

14. COMMITTEE OVERSIGHT FINDINGS AND RECOMMENDATIONS

The legislative report to accompany a measure which has been approved by the committee must include the oversight findings and recommendations which have resulted from its exercise of general oversight responsibility, pursuant to Rule X, Clause 2(b)(1), and special oversight responsibility, pursuant to Rule X, Clause 3(f).

The Committee's oversight findings and recommendations must be separately set out and identified, as follows:

"Pursuant to Rule XI, Clause 2(l)(3) of the Rules of the House of Representatives, and under the authority of Rule X, Clause 2(b)(1) and Clause 3(f), the following findings and recommendations are under consideration by the Committee on Government Reform and Oversight:" or

". . . The results and findings from these oversight activities are incorporated in the recommendations found in the present bill and report, or no findings and recommendations are under consideration by the Committee on Government Reform and Oversight on—(subject of legislation)."

15. BUDGET ANALYSIS AND PROJECTION (ON LEGISLATION CONTAINING NEW BUDGET AUTHORITY TO TAX EXPENDITURES)

Rule XI, Clause 2(l)(3) and section 308(a) of the Congressional Budget Act of 1974 require certain information to be contained in the legislative report to accompany any bill providing new budget authority or new or increased tax expenditures.

In most cases, this provision will not apply to the committee's bills since they provide for new authorization rather than new budget authority. Consequently, the following statement should be made to comply with this requirement:

"The bill provides for new authorization rather than new budget authority and consequently the provisions of section 308(a) of the Congressional Budget Act are not applicable."

The following may be added, if desired:

"Under a separate section of this report, a five-year current programs estimate is provided in response to the requirement of section 403 of the Congressional Budget Act of 1974."

16. CONGRESSIONAL BUDGET OFFICE COST ESTIMATE AND COMPARISON

Section 403 of the Congressional Budget Act of 1974 requires the Director of the Congressional Budget Office to prepare for each bill or resolution of a public character reported by any committee (1) an estimate of the costs which would be incurred in carrying out such bill in the current fiscal year and in each of the 4 fiscal years following such fiscal year, and (2) a comparison of the estimate of costs described with any available estimate of costs made by such committee or by any Federal agency. The staff should contact CBO after a bill has been ordered reported by the Committee to arrange for the preparation of the CBO estimate. If the CBO estimate is not available at the time the bill is reported, the legislative report must contain the Committee's cost estimate. (See item 11.)

The following language may be used to comply with this requirement:

"Pursuant to section 403 of the Congressional Budget Act of 1974 and Rule XI, Clause 2(1)(3) of the Rules of the House of Representatives, the report of the Congressional Budget Office follows:" or

"No information pursuant to section 403 of the Congressional Budget Act of 1974 has been provided to the Committee on Government Reform and Oversight by the Congressional Budget Office as of (date)."

The inclusion of CBO estimates and comparisons should be noted on the front cover of report (See "Preparation of Legislative Report for Filing", page 35.)

17. ADMINISTRATION POSITION

The Rules of the House do not require that a legislative report contain a report on the Administration's position on the legislation. However, staff may include a summary of the reports submitted by the executive branch to the committee, or the material may be submitted in full.

18. CHANGES IN EXISTING LAW (RAMSEYER)

Under Rule XIII, Clause 3 of the Rules of the House of Representatives, the "Ramseyer Rule," House Reports must inform Members of all expressed changes to the text of existing law contained in the reported legislation. The requirement also applies to measures as reported.

Under this rule, all reports on bills seeking to repeal or amend specifically an existing law must include the text of the statute, or the affected part, and a comparative print of the measure showing by typographical device the omissions or additions proposed. If the change in the statute is the addition of a new proviso, the report

must quote in full the section immediately preceding the proviso amendment.

There are two methods of accomplishing the "Ramseyer" Rule. Staff may wish to include the text of the existing statute (the affected part) and show a comparative print indicating the omissions or additions proposed. A more popular method of indicating a change in existing law is illustrated as follows:

In compliance with Rule XIII, Clause 3, the Rules of the House of Representatives, changes in existing law made by the bill, as reported, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman, and large unchanged blocks of existing law is indicated by * * *):

* * * * *

AUTHORIZATION OF APPROPRIATIONS

SEC. 17. There are authorized to be appropriated to carry out the foregoing provisions of this Act, [except section 11 of this Act,] *except as otherwise specifically provided, with respect to the payment of claims under section 11 of this Act*, not to exceed \$3,750,000 for the transitional fiscal quarter of July 1, 1976, through September 30, 1976, not to exceed \$15,000,000 for the fiscal year ending September 30, 1977, [and] *not to exceed \$20,000,000 for the fiscal year ending September 30, 1978*, and not to exceed \$20,467,000 (including \$6,043,000 for renovation and alteration of the Marjorie Webster College site for the Academy for the fiscal year ending September 30, 1979).

* * * * *

Staff should arrange for the preparation of such "Ramseyer" language with the Office of Legislative Counsel.

If there are no changes in existing law, the Chairman may want to state such, although it is not required. In this case, the following language may be used:

"If enacted, this bill would make no change in existing law."

19. RESULTS OF RECORD VOTES ON AMENDMENTS AND REPORTING

The committee report must include with respect to each roll call vote on a motion to report a measure and on any amendment offered thereto, the total number of votes cast for and against and the names of those voting for and against. Be certain that the names and the votes match (Rule XI, Clause 2(1)(2)(B)).

20. CONGRESSIONAL ACCOUNTABILITY

Each report accompanying any bill or joint resolution relating to terms and conditions of employment or access to public services or accomadations shall describe the manner in which the provisions apply to the legislative branch or in the case of the provision not applicable to the legislative branch, include a statement of reasons the provision does not apply.

21. UNFUNDED MANDATE REQUIREMENTS IN ACCORDANCE WITH PUBLIC LAW 104-4

When reporting a bill with a mandate, a committee must request a Congressional Budget Office cost estimate. A committee must publish this CBO estimate in the committee report or in the Congressional Record prior to the legislation's consideration on the floor. Committee reports also must include: (1) an assessment of the quantitative costs and benefits of the mandate; (2) a statement of the degree to which the mandate affects the public and private sector, the extent to which the Federal funding of an intergovernmental mandate would disadvantage the private sector, and the actions the Committee has taken to avoid such disadvantages; (3) a statement of the amount of assistance authorized to pay for the mandate; (4) a statement of whether the Committee intends that the mandate be unfunded; and (5) a statement as to whether the legislation intends to preempt State and local law.

An intergovernmental mandate is defined as (1) an enforceable duty on State, local, or tribal governments, or (2) a provision which compels State and local spending for participation in an entitlement program under which at least \$500 million is provided to States and localities annually. A private sector mandate is defined as an enforceable duty on the private sector. Legislation regarding civil and constitutional rights, auditing and accounting procedures, emergencies, national security, and Title II of the Social Security Act are excluded.

22. SUPPLEMENTAL, MINORITY, DISSENTING, OR ADDITIONAL VIEWS

A member may request three additional calendar days from the day the bill has been ordered reported (excluding Saturdays, Sundays, and legal holidays), in which to submit additional, dissenting or Minority views, the Member must give notice of his or her intention to do so at the time of approval of the measure.

Each set of views must be signed by the Member. A duplicated signature will not be accepted by the House Bill Clerk. Each set of views should begin on a new page in the report. The protocol order for listing these is Senior Majority Members' views first, Senior Minority Members' views next.

If any views are included in the report, such fact should be noted on the front cover of the report (See "Preparation of Legislative Report for Filing", page 46).

FILING THE BILL AND REPORT

PREPARATION OF THE BILL FOR FILING

One copy of the bill that reflects all the committee's amendments and three copies as originally introduced are filed with the legislative report. It should be clearly marked as such, and should be prepared by the Office of Legislative Counsel.

Four sample covers follow. These are:

1. Bill reported without amendments.
2. Bill reported with amendment.
3. Bill reported with amendments.
4. Bill reported adversely.

The Legislative Clerk can provide assistance to staff on the bill and legislative report preparation.

Sample—Bill Reported Without Amendment

(The only official version of a House Bill is the printed version provided by GPO)

IB

Union Calendar No. 47

104TH CONGRESS
1ST SESSION

H. R. 1345**[Report No. 104-96]**

To eliminate budget deficits and management inefficiencies in the government of the District of Columbia through the establishment of the District of Columbia Financial Responsibility and Management Assistance Authority, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES**MARCH 29, 1995**

Mr. DAVIS (for himself, Ms. NORTON, Mr. WALSH, Mr. DIXON, Mr. CLINGER, Mrs. COLLINS of Illinois, Mr. MCHUGH, Mr. GUTKNECHT, Mr. LATOURETTE, Mr. FLANAGAN, Mr. FATTAH, Miss COLLINS of Michigan, Mr. WOLF, Mr. MORAN, Mrs. MORELLA, and Mr. WYNN) introduced the following bill; which was referred to the Committee on Government Reform and Oversight

MARCH 30, 1995

Committed to the Committee of the Whole House on the State of the Union
and ordered to be printed

A BILL

To eliminate budget deficits and management inefficiencies in the government of the District of Columbia through the establishment of the District of Columbia Financial Responsibility and Management Assistance Authority, and for other purposes.

Sample—Bill Reported With an Amendment

IP

Union Calendar No. 45

104TH CONGRESS
1ST SESSION**H. R. 1271****[Report No. 104-94]**

To provide protection for family privacy.

IN THE HOUSE OF REPRESENTATIVES

MARCH 21, 1995

Mr. HORN (for himself, Mr. CLINGER, Mr. BASS, Mr. BLUTE, Mr. DAVIS, Mr. FLANAGAN, Mr. FOX of Pennsylvania, Mr. SCARBOROUGH, and Mr. TATE) introduced the following bill; which was referred to the Committee on Government Reform and Oversight

MARCH 29, 1995

Additional sponsors: Mr. GILMAN, Mr. BURTON of Indiana, Mr. SHAYS, Mr. ZELIFF, Mr. SHADEGG, and Mr. MARTINI

MARCH 29, 1995

Reported with an amendment, committed to the Committee of the Whole House on the State of the Union, and ordered to be printed

[Strike out all after the enacting clause and insert the part printed in *italic*]

[For text of introduced bill, see copy of bill as introduced on March 21, 1995]

A BILL

To provide protection for family privacy.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

Sample—Bill Reported With Amendments

(The only official version of a House Bill is the printed version provided by GPO)

IB

Union Calendar No. 19

104TH CONGRESS
1ST SESSION

H. R. 830

[Report No. 104-37]

To amend chapter 35 of title 44, United States Code, to further the goals of the Paperwork Reduction Act to have Federal agencies become more responsible and publicly accountable for reducing the burden of Federal paperwork on the public, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

FEBRUARY 6, 1995

Mr. CLINGER (for himself, Mr. SISISKY, Mr. MCINTOSH, Mr. DAVIS, Mr. SOLOMON, and Mr. BLUTE) introduced the following bill; which was referred to the Committee on Government Reform and Oversight

FEBRUARY 15, 1995

Reported with amendments, committed to the Committee of the Whole House on the State of the Union, and ordered to be printed

(Omit the part struck through and insert the part printed in *italic*)

A BILL

To amend chapter 35 of title 44, United States Code, to further the goals of the Paperwork Reduction Act to have Federal agencies become more responsible and publicly accountable for reducing the burden of Federal paperwork on the public, and for other purposes.

PREPARATION OF THE LEGISLATIVE REPORT FOR FILING

Four forms are available for the first page of a report. These are:

- (1) Without amendment;
- (2) Without amendments (i.e., in the nature of a substitute or singular amendments);
- (3) With amendments; and
- (4) Adverse report.

If "Additional Views," "Minority Views," "Supplemental Views," or "Dissenting Views" are to be included in the report, or if Budget Estimates and Comparisons or Government Reform and Oversight Committee Oversight Findings and Recommendations are included in the report, such fact should be noted on the cover of the report. Accordingly, this should be indicated on the first page by typing the words "together with" and the type of additional material immediately under the all cap word "REPORT" as follows:

R E P O R T
together with
DISSENTING VIEWS

[Including cost estimate and comparison of the Congressional Budget Office and summary of the oversight findings and recommendations by the Committee on Government Reform and Oversight]

(Sample report forms follow:)

Sample—(Report) Reported Without Amendment

104TH CONGRESS <i>1st Session</i>	}	HOUSE OF REPRESENTATIVES	{	REPORT 104-96
--------------------------------------	---	--------------------------	---	------------------

DISTRICT OF COLUMBIA FINANCIAL RESPONSIBILITY AND MANAGEMENT ASSISTANCE ACT OF 1995

MARCH 30, 1995.—Committed to the Committee of the Whole House on the State
of the Union and ordered to be printed

Mr. CLINGER, from the Committee on Government Reform and
Oversight, submitted the following

REPORT

[To accompany H.R. 1345]

[Including cost estimate of the Congressional Budget Office]

The Committee on Government Reform and Oversight, to whom was referred the bill (H.R. 1345) to eliminate budget deficits and management inefficiencies in the government of the District of Columbia through the establishment of the District of Columbia Financial Responsibility and Management Assistance Authority, and for other purposes, having considered the same, report favorably thereon without amendment and recommend that the bill do pass.

I. BILL SUMMARY

As offered the District of Columbia Financial Responsibility and Management Assistance Act of 1995 is intended to:

[1] Create a five (5) member financial control Authority appointed by the President in consultation with Congress. The members will serve three year terms which will stagger after the first term. Qualifications for Authority appointment are to have a degree of expertise in finance or management and have no direct commercial ties to the District. All Authority members must be District of Columbia taxpayers.

[2] Heighten the responsibilities of the District of Columbia Inspector General to conform with the Federal Inspector General regulations/criteria.

[3] Create the position of Chief Financial Officer (CFO) of the District of Columbia. The CFO is appointed by the Office of the Mayor with the advice of the City Council. The Author-

Sample—(Report) Reported With an Amendment

104TH CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES {	REPORT 104-37
-----------------------------------	----------------------------	------------------

PAPERWORK REDUCTION ACT OF 1995

FEBRUARY 15, 1995.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed

Mr. CLINGER, from the Committee on Government Reform and Oversight, submitted the following

R E P O R T

together with

ADDITIONAL VIEWS

[To accompany H.R. 830]

[Including cost estimate of the Congressional Budget Office]

The Committee on Government Reform and Oversight, to whom was referred the bill (H.R. 830) to amend chapter 35 of title 44, United States Code, to further the goals of the Paperwork Reduction Act to have Federal agencies become more responsible and publicly accountable for reducing the burden of Federal paperwork on the public, and for other purposes, having considered the same, report favorably thereon with amendments and recommend that the bill as amended do pass.

The amendments (stated in terms of the introduced bill) are as follows:

On page 12, line 14, strike “and” the second place it appears and insert in lieu thereof “.”.

On page 12, line 15, insert “, and payment” after “acquisition”.

In the proposed section 3505 (page 19, line 9), strike “five” and insert “10”.

In the proposed section 3514 (page 51, line 3), strike “5” and insert “10”.

In the proposed section 3518 strike subsection (f).

Sample—(Report) Reported With Amendments

104TH CONGRESS 1st Session	}	HOUSE OF REPRESENTATIVES	{	REPT. 104-11 Part 2
-------------------------------	---	--------------------------	---	------------------------

LINE ITEM VETO ACT

JANUARY 30, 1995.—Committed to the Committee of the Whole House on the State
of the Union and ordered to be printed

Mr. CLINGER, from the Committee on Government Reform and
Oversight, submitted the following

R E P O R T

together with

MINORITY AND ADDITIONAL VIEWS

[To accompany H.R. 2]

[Including cost estimate of the Congressional Budget Office]

The Committee on Government Reform and Oversight, to whom was referred the bill (H.R. 2) to give the President line-item veto authority over appropriation Acts and targeted tax benefits in revenue Acts, having considered the same, report favorably thereon with amendments and recommend that the bill as amended do pass.

I. CONTENTS

	Page
I. Contents	1
II. Background and need for the legislation	7
III. Legislative history and committee actions	12
IV. Committee hearings	12
V. Explanation of the bill as reported: Section-by-section analysis	13
VI. Compliance with Rule XI	17
VII. Budget analysis and projections	17
VIII. Cost estimate of the Congressional Budget Office	17
IX. Inflationary impact statement	18
X. Changes in existing law	18
XI. Committee recommendation	18

WHEN TO FILE

A legislative report should be filed promptly after the bill is ordered reported by the Committee. Members who have given notice at the proper time of their intention to file additional, supplemental, or minority views have 3 calendar days following the day on which the bill was ordered reported by the committee to submit such views (See Committee Rule 4). Also, see timetable for moving legislation to the floor in order to allow sufficient time to schedule floor consideration.

Timetable for Moving Legislation From Committee to the House Floor

(example)

Day	Action
Thursday	Committee orders bill reported; views requested.
Friday	Day #1 for filing views
Monday	Day #2 for filing views
Tuesday	Day #3 for filing views (until midnight).
Wednesday	Committee files report.
Thursday	Day #1 that Report is available to House.
Friday	Day #2 that Report is available to House.
Monday	Day #3 that Report is available to House. Floor consideration is possible.
Tuesday	Rules Committee meets to grant rule.
Wednesday	Rule and bill may be considered on floor.

WHO FILES THE REPORT

Although submitted to the House by the Chairman, the legislative report may be filed by any person designated by the committee staff (hand delivered only). Committee policy is that the Legislative Clerk delivers the report to the floor or makes the necessary arrangements. (A Member is not required to make either a statement or request permission on the House Floor when filing a legislative report).

WHAT TO FILE

1. One copy of the report is filed in the House. This should be paginated. (A copy should be duplicated for use until it has been printed by the GPO). The report does not have to be signed by the Chairman.
2. One copy of the bill that contains all of the amendments clearly marked (preferably in ink), along with the notation "copy marked with committee amendment(s)". (A copy should also be duplicated for use until printed by GPO).
3. Three copies of the bill as originally referred to the committee.
4. A disk containing the table of contents and legislative report in WordPerfect format.

WHERE TO FILE

The report should be delivered by the Legislative Clerk of the Committee to the House Tally Clerk on the Floor of the House while the House is in session.

FILING A LATE REPORT

If it is necessary that the report be filed after the close of the day's session, the Chairman, or any other Member of the committee, must request unanimous consent in the House to file a "late" report. (As with any unanimous consent request, the request should first be cleared with the minority.) This is a good idea if there is any uncertainty as to when the House will be adjourning for the day. The unanimous consent request is as follows:

"Mr. Speaker, I ask unanimous consent that the Committee on Government Reform and Oversight may have until 5 p.m. (or a specific time) tonight (or another day) to file a late report on H.R. ____ (title)".

(NOTE: This deadline is not binding on the committee unless the date has already been set as a reporting deadline, e.g., by the Speaker on a sequential referral).

To file a report after the close of the day's session, the report should be delivered to the Full Committee Legislative Clerk.

NUMBERING

After the report is filed, the Tally Clerk assigns the report a number, containing a prefix-designator which indicates the number of the Congress (e.g., H.Rept. 104-____). The number of the report will appear in the Congressional Record at the end of the day's proceedings.

The report number, as well as the calendar number (See "House Calendars," page 52) will appear on the reprinted bill.

PRINTING

If time permits, staff may want to obtain galleys and page proofs of the report to decrease the chance of typographical errors in the final report. Coordination should be made with the committee printers.

GPO should have legislative reports and reported bills printed and delivered to the committee 24 hours after filing. During the authorization period, it is not uncommon for printing to take longer.

The GPO sends 150 copies of the report to the committee. These are delivered to the Legislative Clerk. If it is anticipated that more than the normal allotment will be needed, a letter from the Chairman may be sent to the Superintendent of the House Legislative Resource Center Document Room to request additional copies (See sample request form, page 15). Staff may also call the House Legislative Resource Center Document Room to obtain additional copies (x5-3874).

DISTRIBUTION

The 150 copies of legislative reports sent to the committee are for use by the Members and staff of this committee. Please use discretion in distributing these reports. Refer as many requests as possible to the House Legislative Resource Center Document Room (x5-3874).

CALENDARS IN THE HOUSE

After a bill has been favorably reported to the House, it is assigned to one of the two main calendars of the House:

UNION CALENDAR (Rule XIII, Clause 1)

The Union calendar is the calendar to which are referred all bills raising revenue, general appropriation bills, and bills of a public character directly or indirectly appropriating money or property.

HOUSE CALENDAR (Rule XII, Clause 1)

This is the calendar to which are referred all bills of a public character not raising revenue or directly or indirectly appropriating money or property.

All bills are assigned a calendar number, in the order in which they are reported to the House, which is printed on both the first and back pages of the bill, as reported. If a bill has been reported by two or more committees, the calendar number is printed only on the bill as reported by the last committee to consider it.

Calendars of the United States House of Representatives and History of Legislation details the legislative history of reported bills and resolutions. It is printed daily. The calendar printed on Mondays contains a subject index.

CORRECTIONS DAY CALENDAR (Rule XIII, Clause 4)

"4. (a) After a bill has been favorably reported and placed on either the Union or House Calendar, the Speaker may, after consultation with the Minority Leader, file with the Clerk a notice requesting that such bill be placed upon a special calendar to be known as the 'Corrections Calendar'. On the second and fourth Tuesdays of each month, after the Pledge of Allegiance, the Speaker may direct the Clerk to call the bills in numerical order which have been on the Corrections Calendar for three legislative days.

"(b) A bill so called shall be considered in the House, debateable for one hour equally divided and controlled by the chairman and ranking minority member of the primary committee of jurisdiction reporting the bill, shall not be subject to amendment except those amendments recommended by the primary committee of jurisdiction or those offered by the chairman of the primary committee, and the previous question shall be considered as ordered on the bill and any amendments thereto to final passage without intervening motion except one motion to recommit with or without instructions.

"(c) A three-fifths vote of the members voting shall be required to pass any bill called from the Corrections Calendar but the rejection of any such bill, or the sustaining of any point of order against

it or its consideration, shall not cause it to be removed from the Calendar to which it was originally referred.”

Sample—Cover of House of Representatives Calendar

ONE HUNDRED THIRD CONGRESS

FIRST SESSION	{	CONVENED JANUARY 5, 1993 ADJOURNED NOVEMBER 26, 1993
SECOND SESSION	{	CONVENED JANUARY 25, 1994 ADJOURNED NOVEMBER 29, 1994

CALENDARS

OF THE UNITED STATES
HOUSE OF REPRESENTATIVES

—AND—

HISTORY OF LEGISLATION



FINAL EDITION

PREPARED UNDER THE DIRECTION OF DONNALD K. ANDERSON, CLERK OF THE HOUSE OF REPRESENTATIVES:
By the Office of Legislative Operations

Calendars shall be printed daily—
Rule XIII: clause 6



Index to the Calendars will be printed the first legislative day of each week
the House is in session

OBTAINING FLOOR CONSIDERATION

After a bill has been adopted and reported by the committee, a decision must be made as to how it should be brought to the floor for consideration.

One of the major determining factors will be the nature of the legislation. The Chief of Staff should consult with the Members most closely involved with the legislation, as well as the sub-committee staff, to determine the desired approach for floor consideration.

Most of the legislation considered by the committee (and the House) goes to the floor by way of a "Rule" or resolution authorizing its consideration, from the Rules Committee. The function and procedures of the Rules Committee are described in this chapter.

Less controversial legislation may be considered without a Rule from the Rules Committee, via the "Suspension of the Rules" or under the Corrections Day Calendar procedures, described on pages 65 and 52.

DISTRICT DAY

The second and fourth Mondays in each month, after the disposition of motions to discharge committees and after the disposal of such business on the Speaker's table as requires reference only, shall, when claimed by the Committee on Government Reform and Oversight, be set apart for the consideration of such business relations to the District of Columbia as may be presented by the committee.

PRIVILEGED MATTERS

As outlined in House Rule XI, Clause 4(a), some measures coming before the House are considered privileged matters and may interrupt the order of business. Examples of privileged matters are Rules Committee reports, conference reports, and general appropriation bills.

Final determination of the floor schedule, regardless of the route taken to obtain consideration, is made by the Majority Leadership.

RULES COMMITTEE

One of the main functions of the Rules Committee is to assist in regulating the movement of legislation to the floor. The agenda is set after consultation with the Majority Leadership, who determine the floor schedule.

In addition to providing for the consideration of bills, a Rule provides the arrangements and conditions for the handling of legislation on the floor. This includes:

1. Setting the amount of time for general debate on a bill;

2. Regulating whether or not a bill will be open to amendment and/or specifying conditions under which amendments may be offered; and

3. Waiving points of order which might be raised against legislation on specific provisions of a bill.

No action of the Rules Committee takes effect until it is ratified by a majority of the House; this ratification takes the form of adoption of the resolution prior to the consideration of the legislation.

REQUESTING A HEARING BY RULES COMMITTEE

After a bill has been reported by the full committee, and it has been determined that the legislation will go to the floor by way of the Rules Committee, a letter from the Committee Chairman to the Rules Committee Chairman is written, requesting a hearing on the legislation by the Rules Committee. If more than one committee is involved, the request should be made either by the primary committee to consider the bill or by joint letter signed by the Chairmen of the Committees involved.

The letter to the Chairman of the Rules Committee should contain the following information:

1. A brief description of the legislation to be considered;
2. The amount of time requested for general debate;
3. Request as to whether the bill will be open for amendment by title or by section, if appropriate;
4. Requests for waivers of points of order, if any, which might be raised on specific provisions of the bill; and
5. Date the legislative report will be available to Members.

This letter is prepared by the Chief Counsel in consultation with appropriate staff. Copies of the letter should be sent to the Speaker, as well as the Majority and Minority Leaders. The Rules Committee has requested that letters be paged or hand-delivered to the Rules Committee in H-312, Capitol. A sample letter appears on page 59.

RULES COMMITTEE HEARING

Thirty-five copies of the legislative report and testimony must be available for Members of the Rules Committee 24 hours before a hearing takes place. The House Legislative Resource Center Document Room supplies copies of printed bills and reports to Members of the Rules Committee.

Notification of scheduling of a hearing will be made to the Chief Counsel, who will notify the pertinent staff. Hearings before the Rules Committee do not duplicate the hearings by the legislative committee; rather, the Rules Committee is concerned with information specifically related to the appropriate terms of consideration on the House floor.

Customarily, only Members of Congress appear before the Rules Committee. Normally, the Chairman, Subcommittee Chairman, Sponsor, and Ranking Minority Member (Full and Subcommittee) appear before the Rules Committee. Staff may be requested to prepare a statement for the Member before the Rules Committee which may contain the following items:

1. Brief description of legislation;
2. Provisions contained therein;

3. Open, closed or modified Rule request; and
4. Requested waivers of points of order, if any.

Thirty-five copies of prepared members' statements or testimony are provided for Members of the Rules Committee before the hearing convenes. These statements and related background materials should be delivered to the Committee on Rules, Room H-312, by the Legislative Clerk or appropriate staff.

The Rules Committee has no direct power to amend bills upon which Rules are requested; it can report a Rule for a bill or it can refuse to do so. As a practical matter, however, proponents of a bill being considered for a Rule, to ensure favorable consideration by the Committee, will sometimes agree at the hearing to offer on the floor what a committee majority considers to be a desirable amendment. In addition, the Committee may make in order for consideration an amendment in the nature of a substitute which might not otherwise be in order. This can provide the House with a choice between alternative approaches. (See sample modified open Rule, page 62.)

After completion of its hearings, the Rules Committee votes on the kind of Rule to be granted. Notice of action taken by the Rules Committee will be sent to committee offices on the same day as the hearing (see page 61).

TYPES OF RULES

Rules are classified as follows:

1. Open Rule—open to any amendment that does not violate House Rules.
2. Modified Open Rule—certain amendments allowed that are specified in the rule.
3. Closed Rule—no amendment can be offered (or, no amendments except committee amendments).

For annual authorization bills, the committee generally requests floor consideration under a one-hour, open rule. "One hour" refers to the total amount of time allotted for general debate (one-half for Majority; one-half for Minority); as stated above, an "Open Rule" provides that the bill may be amended on the floor.

POINTS OF ORDER AND WAIVERS

A point of order is a formal legal contention that the pending procedure or legislation violates the Rules or precedents of the House. The Rules Committee may waive points of order, but will usually ask for the reason for the waiver from the committee requesting it, and that the language subject to the waiver be specified. Without such a waiver, if a point of order is raised on the floor and sustained by the Speaker, that portion of the bill will be stricken, thus preventing further consideration of the language in question. Points of order can be sustained by the Chairman of the Whole or against the entire bill. In addition, amendments can be subject to a point of order and the author should ask for a waiver if appropriate. The Parliamentarian's Office should be consulted if there are concerns about points of order. Although a point of order may be sustained, normally it is not fatal to the legislation as a whole unless the point of order lies against consideration.

FLOOR CONSIDERATION OF A RULE

The Rule reported by the Rules Committee is technically a Resolution specifying a special "order of business" under Rule XI, Clause 4(a), which provides that it is a privileged resolution. Under Rule XI, Clause 4(b), a Rule can be called up at any time, except that it cannot be called up on the same day it is presented to the House unless allowed to do so by a two-thirds vote. To prevent arbitrary delay once a rule is approved, Rule XI, Clause 4(c), provides that the Rules Committee shall present to the House a report on a Rule within three legislative days of the time when ordered reported by the Rules Committee. If the Rule is not called up by the Member making the report, within seven legislative days thereafter, any Member of the Rules Committee may call it up as a matter of privilege, and the Speaker is required to recognize any Member of the Rules Committee seeking recognition for that purpose.

Normally there is no problem in getting a Rule called up on the floor. In most cases, a Rule is considered just prior to floor consideration of the bill.

Once the resolution, or Rule, is called up on the floor, it is normally considered under the one hour Rule (one hour of debate). The Chairman or other Majority Member of the Rules Committee serving as Floor Manager for the Resolution yields one-half of the allotted time to a Minority Member of the Rules Committee. After debate on the Rule it is voted on and, if adopted, the Rule governs the actual consideration of the bill. If a majority of the House does not favor the kind of Rule reported by the Rules Committee, the Rule can be voted down on the floor (this occurred on H.R. 3425, 103d Congress). In the event the Rule is voted down, floor consideration of the bill cannot take place.

Again, it should be remembered that no action of the Rules Committee takes effect until it is ratified by a majority of the House.

MAJORITY—1702 2 5-5018
MINORITY—1702 2 5-5018

William F. Clinger, Jr.
Chairman

Sample—Testimony before the Rules Committee

The Honorable William F. Clinger, Jr.

Chairman

Government Reform and Oversight Committee

Before

House Committee on Rules

January 18, 1995

Chairman Solomon, Ranking Member Moakley and Members of the Rules Committee, I appreciate the opportunity to testify before you today on the rule for H.R. 5, the "Unfunded Mandate Reform Act of 1995." The bill before you represents many years of hard work by members on both sides of the aisle. Unfunded mandate relief is a bipartisan issue, and this bill provides the relief that State and local governments so seek. This legislation was passed last week by the Committee on Government Reform and Oversight by voice vote.

H.R. 5 contains several different provisions that will address this pressing problem facing State and local governments. Title I of H.R. 5 establishes a commission to re-evaluate existing mandates and to make

Figure 1 shows a schematic diagram of a 2D hexagonal lattice. The lattice is composed of solid circles representing atoms. A central atom is labeled 'A'. To its right is an atom labeled 'B'. Above 'A' is an atom labeled 'C'. Below 'A' is an atom labeled 'D'. To the left of 'A' is an atom labeled 'E'. To the right of 'B' is an atom labeled 'F'. The lattice is bounded by a dashed line. The top boundary is labeled 'xL'. The right boundary is labeled 'xR'. The bottom boundary is labeled 'yB'. The left boundary is labeled 'yL'. The top-right corner is labeled 'xR yL'. The bottom-right corner is labeled 'xR yB'. The bottom-left corner is labeled 'xL yB'. The top-left corner is labeled 'xL yL'.



JOHN JOSEPH MOAKLEY MASSACHUSETTS

AN 1907 1, 150 PR. 2

U.S. House of Representatives

D-312 The Capitol

Washington DC 20515-6269

NOTICE OF ACTION

Wednesday, February 22, 1995

10:00 A.M.

H.R. 450	Government Reform & Oversight Judiciary	Regulatory Transition Act of 1995
-----------------	--	--

The Committee granted, by a record vote of 8 to 4, a modified open rule providing for one hour of general debate to be equally divided and controlled between the chairman and ranking minority member of the Committee on Government Reform and Oversight. The rule makes in order the Government Reform and Oversight Committee amendment in the nature of a substitute as an original bill for amendment purposes which shall be considered as read. The rule provides a 10 hour time limit on the amendment process. Priority in recognition may be accorded to Members who have pre-printed their amendments in the *Congressional Record* prior to their consideration. Finally, the rule provides one motion to recommit, with or without instructions.

Sample—Open Rule

(The only official version of a Committee Report is the printed version provided by GPO)

IV

House Calendar No. 41

104TH CONGRESS
1ST SESSION

H. RES. 130

[Report No. 104-103]

Providing for consideration of the bill (H.R. 483) to amend title XVIII of the Social Security Act to permit medicare select policies to be offered in all States, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

APRIL 5, 1995

MR. PRYCE, from the Committee on Rules, reported the following resolution; which was referred to the House Calendar and ordered to be printed

RESOLUTION

Providing for consideration of the bill (H.R. 483) to amend title XVIII of the Social Security Act to permit medicare select policies to be offered in all States, and for other purposes.

1 *Resolved*, That at any time after the adoption of this
2 resolution the Speaker may, pursuant to clause 1(b) of
3 rule XXIII, declare the House resolved into the Committee
4 of the Whole House on the state of the Union for consider-
5 ation of the bill (H.R. 483) to amend title XVIII of the
6 Social Security Act to permit medicare select policies to

**Sample—Modified Open Rule (Making in Order an Amendment in
the Nature of a Substitute)**

(The only official version of a Committee Report is the printed
version provided by GPO)

IV

House Calendar No. 20

104TH CONGRESS
1ST SESSION

H. RES. 93

[Report No. 104-45]

Providing for the consideration of the bill (H.R. 450) to ensure economy and efficiency of Federal Government operations by establishing a moratorium on regulatory rulemaking actions, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

FEBRUARY 22, 1995

Mr. GOSS, from the Committee on Rules, reported the following resolution;
which was referred to the House Calendar and ordered to be printed

RESOLUTION

Providing for the consideration of the bill (H.R. 450) to ensure economy and efficiency of Federal Government operations by establishing a moratorium on regulatory rulemaking actions, and for other purposes.

1 *Resolved*, That at any time after the adoption of this
2 resolution the Speaker may, pursuant to clause 1(b) of
3 rule XXIII, declare the House resolved into the Committee
4 of the Whole House on the state of the Union for consider-
5 ation of the bill (H.R. 450) to ensure economy and effi-
6 ciency of Federal Government operations by establishing

Sample—Closed Rule

(The only official version of a Committee Report is the printed version provided by GPO)

IV

House Calendar No. 1

104TH CONGRESS
1ST SESSION

H. RES. 38

[Report No. 104-2]

Providing for the consideration of the bill (H.R. 5) to curb the practice of imposing unfunded Federal mandates on States and local governments, to ensure that the Federal Government pays the costs incurred by those governments in complying with certain requirements under Federal statutes and regulations, and to provide information on the cost of Federal mandates on the private sector, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

JANUARY 18, 1995

Mr. DREIER, from the Committee on Rules, reported the following resolution which was referred to the House Calendar and ordered to be printed

RESOLUTION

Providing for the consideration of the bill (H.R. 5) to curb the practice of imposing unfunded Federal mandates on States and local governments, to ensure that the Federal Government pays the costs incurred by those governments in complying with certain requirements under Federal statutes and regulations, and to provide information on the cost of Federal mandates on the private sector, and for other purposes.

SUSPENSION OF THE RULES

A number of bills reported by committees, although not completely without opposition, are basically of a noncontroversial nature. In order to assure more rapid consideration of such measures, the House has devised a method of disposing of such legislation outside the regular course of business. This method is by a procedure called "Suspension of the Rules." A bill to be considered under Suspension of the Rules thus bypasses consideration by the Rules Committee and, in effect, "Suspends the Rules" for its consideration on the House floor. For instance, a point of order raised against a bill on the House floor, e.g., absence of a quorum to report a bill out of committee, would not be valid under the Suspension procedure. Passage of the measure requires a two-thirds affirmative vote of the Members voting, a quorum of the Whole House being present.

Once a bill has been reported by the Full Committee, the Chairman, in consultation with the Subcommittee Chairman, and usually with the agreement of the Ranking Minority Member, decides if suspension of the rules is the best route to take for floor consideration of the legislation.

REQUESTING CONSIDERATION UNDER SUSPENSION PROCEDURE

To request consideration under suspension of the rules, a letter is written to the Speaker of the House from the Chairman of the full committee. The letter is prepared by the Chief Counsel in consultation with appropriate staff. The letter should contain the following information.

1. Brief description of the bill;
2. Statement that the ranking minority member has cleared the request;
3. Statement that the bill is not opposed by more than one-third of the members of the reporting committee; and
4. Cost estimate made by Committee, CBO, the relevant executive department having jurisdiction or any other governmental agency.

A copy of the bill and legislative report should accompany the letter. Copies of the letter should be sent to the Rules Committee Chairman, as well as the Majority and Minority Leaders.

The Speaker has complete discretion in deciding what bills will be considered under suspension of the rules, under the Republican Conference rules, the Speaker is directed not schedule a bill under suspension of the Rules which fails to include a cost estimate, has not been cleared by the minority, was opposed by more than one-third of the Committee members and exceeds \$100 million is authorized, appropriated or direct or indirect loan commitments or guarantees. A waiver can be granted by a majority of the elected leadership.

NOTIFICATION OF SCHEDULING

Notification of the scheduling of a bill under Suspension of the Rules will be made to the Chief Counsel, who will notify the subcommittee staff involved.

FLOOR PROCEDURE UNDER SUSPENSION OF THE RULES

The Suspension procedure is reserved for Mondays and Tuesdays of each week, or during any of the last six days of the session. The motion is made on the House Floor to suspend the Rules and pass a bill.

Forty minutes of debate takes place on the bill, twenty minutes to those in favor of the bill, and twenty minutes to those opposed to the bill. The affirmative vote of two-thirds of the Members voting is necessary to pass the legislation. (For sample floor language, see page 68.)

A key minority staff member should be advised as soon as a decision is reached so that proper clearance can be granted on the minority side when a request is made on the floor.

AMENDMENTS

While it is often assumed that a bill being considered under Suspension may not be amended, this is not strictly accurate. To amend a bill, the Member making the motion to suspend must include in his motion the amendment which is at the Clerk's desk. The bill with the amendment must then be disposed of in its entirety.

VOTING

The Speaker is authorized to postpone votes for two legislative days on suspensions until a later time during the day when all suspensions can be voted on consecutively in 5-minute intervals. Such announcement must be made by the Speaker prior to the commencement of the suspension procedure.

FAILURE OF PASSAGE

In the event that a bill fails to receive a two-thirds affirmative vote of the Members voting (a quorum being present), it is in order to request a Rule from the Rules Committee in order to obtain Floor consideration. (See "Rules Committee," page 56).

CORRECTIONS DAY CALENDAR

On the second and fourth Tuesday of each month, after the Pledge of Allegiance, the Speaker may direct the Clerk to call the bill in numerical order which have been on the Corrections Calendar for three legislative days. (Clause 4 of Rule XIII)

DEFINITIONS OF CORRECTIONS DAY LEGISLATION

The substantive requirements for legislation placed on the Corrections Calendar are: (1) bills should address rules, regulations, statutory laws and court decisions which impose a severe financial burden, are ambiguous or arbitrary, and (2) the corrections should aid the average family, small business, worker, or promote the well being of all.

The procedural requirements: Bills should be narrow in scope, be able to pass the full House, have significant outside support, have bi-partisan support, and address an immediate need which cannot await re-authorization or technical corrections legislation.

PROCEDURES FOR LEGISLATION ON THE CORRECTIONS DAY CALENDAR

The passage of H.Res 161, created the Corrections Day Calendar, and therefore amended Clause 4 of Rule XIII of the House Rules. A procedural explanation of the Corrections Day Rule, H.Res. 161, is available through the Legislative Clerk of the Committee. Some of the finer points of this rule are listed below:

- Only bills favorably reported by a committee and placed on the House or Union Calendar would be eligible for placement on the Corrections Day Calendar.

- The Speaker, after consultation with the Minority Leader, would be responsible for determining which reported bills should also be placed on the Corrections Day Calendar.

- The bills called up on Corrections Day would be subject to one hour of debate equally divided between the chairman and ranking minority member of the primary committee of jurisdiction.

- Consideration of a Corrections Day bill would be in the House instead of the Committee of the Whole meaning there would not be a consideration of amendments under the five-minute rule—only amendments recommended by the reporting committee or by its chairman would be in order, and they would have to be discussed within the hour of general debate.

- A three-fifths vote of those present and voting would be required to pass a bill from the Corrections Day Calendar, and failure to achieve the three-fifths vote would not cause the measure to be removed from its original calendar—only from the Corrections Day Calendar. This means the bill would still be eligible for a special rule from the Rules Committee that could make in order amendments, and which would only require passage by majority vote.

- The rule orders the previous question on passage of the bill and any amendments, meaning there could be no intervening motions or votes on the previous question (though amendments would be separately voted on before passage), but there could be one motion to recommit by the minority, with or without instructions (a final amendment).

Sample—Request To Consider Bill Under Suspension of Rules

CLAS. 5.16 PENNSYLVANIA

ONE HUNDRED FOURTH CONGRESS

Congress of the United States
House of Representatives

COMMITTEE ON GOVERNMENT REFORM AND OVERSIGHT

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

April 4, 1995

The Honorable Newt Gingrich
The Speaker
U.S. House of Representatives
Washington, DC 20515

Dear Mr. Speaker:

I am requesting your assistance in scheduling , under suspension of the Rules , H.R. 1345, the District of Columbia Financial Responsibility and Management Assistance Act of 1995, at the earliest possible date.

H.R. 1345 was ordered favorably reported, a quorum being present, by the Committee on Government Reform and Oversight on March 30, 1995; the legislative report filed on March 30, 1995 (H. Rept. 104-96). The bill eliminates budget deficits and management inefficiencies in the government of the District of Columbia through the establishment of the District of Columbia Financial Responsibility and Management Assistance Authority. The bill has been developed with full bipartisan support and was ordered reported by roll call vote. The Ranking Democrat, Mrs. Collins, has no objection to the bill being considered on suspension, and I am not aware of any significant opposition to the bill.

I appreciate your consideration of this request on behalf of the Committee

Sincerely,

Bild 11

William F. Clinger, Jr.
Chairman

Enc. (2)

cc: Hon. Gerald Solomon
Hon. Dick Arney
Hon. Richard Gephardt
Hon. John Joseph Moakley

FLOOR ACTION

Final determination of the floor schedule is made by the Majority Leadership.

At the end of the legislative week, the Majority Leader announces the floor schedule for the next week, and orders the announcement printed in the Congressional Record. In addition, the Majority Whip sends to all members and committee offices a Whip Notice, advising them of the schedule. This is subject to change, and constant monitoring is required.

When one of the committee's bills is scheduled for floor action, the Majority Leader's office will call the Chief Counsel. Pertinent staff will be notified at that time. Staff calls to the Leadership Offices regarding scheduling are discouraged by the Majority Leader's office.

Legislative program information can be obtained by calling the Republican Cloakroom at x5-2020, which provides the daily and weekly schedule; current and complete floor information can be obtained by calling x5-7430.

Also, staff can obtain the information described above through the Member Information Network database "FLOOR" as well as the ISIS database program.

Sample—Whip Notice

TOM DELAY
TEXASH-101 THE CAPITOL
WASHINGTON, DC 20515-6502
(202) 225-6181**One Hundred Fourth Congress
U.S. House of Representatives
Office of the Majority Whip****WHIP NOTICE
WEEK OF MAY 1, 1995****MONDAY, MAY 1**HOUSE MEETS AT 12:30 P.M. FOR MORNING HOUR
HOUSE MEETS AT 2:00 P.M. IN PRO FORMA SESSION**TUESDAY, MAY 2 AND WEDNESDAY, MAY 3**TUESDAY, HOUSE MEETS AT 9:30 A.M. FOR MORNING HOUR
HOUSE MEETS AT 11:00 A.M. FOR LEGISLATIVE BUSINESS

WEDNESDAY, HOUSE MEETS AT 11:00 A.M. FOR LEGISLATIVE BUSINESS

Suspension (1 Bill):

- 1) H. Con. Res. 53: A Resolution Expressing the Sense of the Congress Regarding a Private Visit by President Lee Teng-hui of the Republic of China on Taiwan to the United States

H.R. 655 - Hydrogen Future Act of 1995
(Subject to a Rule)

Motion to go to conference on H.R. 1158 - Making Emergency Supplemental Appropriations for Additional Disaster Assistance and Making Rescissions for FY1995

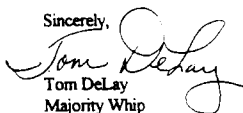
**HOUSE WILL ADJOURN EARLY WEDNESDAY AFTERNOON TO ALLOW
MEMBERS TO ATTEND LEGISLATIVE CONFERENCES****THURSDAY, MAY 4 AND FRIDAY, MAY 5**

HOUSE NOT IN SESSION

Members are reminded that votes will not be extended more than 2 additional minutes (17 minutes total).

Conference reports may be brought to the floor at any time. Any further program will be announced later.

Sincerely,



Tom DeLay
Majority Whip

COMMITTEE STAFF FLOOR PRIVILEGES

House Rule XXXII governs admission to the House floor. In general, committee staff are permitted on the House floor only in connection with pending floor consideration of Committee business. Periodically, the list of committee staff accorded floor privileges is updated and sent to the Doorkeeper by the Legislative Clerk.

PREPARATION FOR LEGISLATIVE DEBATE

In anticipation of floor consideration of legislation, staff who have worked on the legislation should prepare materials to be used by the Members in legislative debate. These materials may include:

1. Background materials, including hearings, on the legislation;
2. The Committee Report and copies of the bill;
3. Floor Statements;
4. Dear Colleague letters;
5. Amendments;
6. Motions and forms; and
7. Miscellaneous items.

A more detailed discussion of the above follows.

1. BACKGROUND MATERIALS ON THE LEGISLATION

Staff will probably want to review committee action on the bill and confer with Members of the committee to determine the position to be taken on the floor and to anticipate, to the extent possible, the course of debate on the House floor (e.g., amendments to be offered). The staff will usually prepare background material, as appropriate.

2. FLOOR STATEMENTS

Staff may have the responsibility of preparing floor statements for use by some of the Committee Members. In the preparation of a floor statement, particular attention should be placed on explaining the position of the Member on the legislation, the effect of the bill, and difficult or controversial sections of the bill, including Committee action to resolve the controversy. Staff should be particularly sensitive to the historical value of floor statements as an important source of information regarding the purpose and intent of the law.

Other statements prepared for Member use might include:

- Drafts of 5-minute speeches in support of amendments;
- Drafts of 5-minute speeches in opposition to amendments;
- Drafts of speeches regarding points of order which might be raised with respect to the bill or any amendments; and,
- Member colloquies.

3. "DEAR COLLEAGUE" LETTERS

A "Dear Colleague" letter is an effective means of communicating to the Members of the House a particular stand of some upcoming legislation. A "Dear Colleague" may be an individual or Committee statement; the letterhead should be selected accordingly. (Committee letterhead is not used for "Dear Colleague" letters unless the contents reflect the view of the entire Committee, and have been

approved, in advance, by the Committee Chairman.) One rule of thumb to follow: When drafting a "Dear Colleague" letter, it is wise to state the purpose of the letter in the first paragraph in order to capture the attention of the person who is reading the letter.

4. AMENDMENTS

Amendments must be prepared in advance, preferably through the Office of Legislative Counsel. The amendment language should be as concise as possible, citing first the page of the bill, then the line, other designations as necessary, and finally the actual change to be made.

Sets of all amendments (including at least six copies) should be made by committee staff to give to the Reading Clerk, who will retain the original and forward copies to the Official Reporter, Journal Clerk, and Enrolling Clerk. There should also be a sufficient number of copies to provide to Members of the Committee and other Members and staff.

Staff may also want to prepare, as appropriate:

Drafts of 5-minute speeches in support of amendments to be offered by Members; and,

Drafts of 5-minute speeches in opposition to anticipated amendments.

Prior Printing in the Congressional Record (Rule XXIII, Clause 6)

Amendments may be submitted and printed in the Congressional Record up to a day before floor consideration of a bill. Prior printing of an amendment in the Record generally guarantees the Member 5 minutes of debate time on the amendment in the event that the Committee imposes a time limitation, and to the first person to rise in opposition to the amendment 5 minutes of debate time. This guarantee can protect a Member in the event debate is closed on a bill. Furthermore, while most of this committee's bills are considered under an Open Rule, a modified Rule governing the floor consideration of a bill may contain the restriction that all amendments to a bill be printed in the Congressional Record prior to floor consideration. Amendments to be printed in the Congressional Record are required to be signed by the Member offering the amendment.

5. MOTIONS AND FORMS

In the House, there are literally hundreds of motions and unanimous consent requests that may be in order during the consideration of business. A number of motions, however, are used more frequently than others under regular procedure in the House. Particular attention should be paid to those motions appropriately made by the Floor Manager of the bill.

6. MISCELLANEOUS ITEMS

It is often useful to have the following items readily available on the floor during consideration of a bill:

1. Copies of bills and reports for use (the House Legislative Resource Center Document room supplies copies to Members on the House Floor), and the hearings (if available).

2. Amendments generally are prepared in advance of House floor activity on a bill by staff of the Office of Legislative Counsel.

3. Stationery items that might be necessary.

The principal staff person on the floor should not hesitate to make use of the computer equipment capable of tracking the vote on an amendment or bill as it is occurring or consult the House Parliamentarian for help in matters of parliamentary procedure.

PARLIAMENTARY PROCEDURE IN THE CONSIDERATION OF A BILL

The Rules of the House of Representatives govern proceedings on the House floor.

The House is further guided by the precedents that have been established throughout the years. These parliamentary precedents and other rulings of the Chair are compiled in several major volumes: Hinds' Precedents of the House of Representatives and Cannon's Precedents of the House of Representatives cover precedents and procedures of the House through 1936. Deschler's Procedure contains the modern precedents of the House (1936-1977). A condensed version of the modern precedents and practices of the House is prepared for each Congress by the Parliamentarian of the House.

(Much can be learned about parliamentary procedure in practice by reading the Congressional Record.)

Although there are literally thousands of procedures in practice on the House floor, there is a usual procedure the House follows when considering legislation. This procedure is framed by the full House of Representatives acting as the Committee of the Whole, a parliamentary device used to expedite consideration of legislation in the House, and described below.

THE COMMITTEE OF THE WHOLE (RULE XXIII)

The Committee of the Whole is a committee on which every Member of the House serves. Technically, there are two Committees of the Whole. The "Committee of the Whole House" considers private business, and the "Committee of the Whole House on the State of the Union" deals with public business on the Union Calendar. (Bills considered by the Committee on Government Reform and Oversight are normally, but not always, placed on the Union Calendar.)

There are several major differences between the work of the Committee of the Whole and the work of the House of Representatives:

1. A quorum in the Committee of the Whole is 100 Members, while a quorum in the House is a majority of the Members of the House.

2. In the Committee of the Whole, the Speaker does not preside as he does in the House; rather, he appoints a Chairman to preside (i.e., any Majority Member chosen by the Speaker).

3. In the Committee of the Whole the five-minute Rule for debate on amendments is in effect, rather than the one-hour Rule which applies in the House.

Customarily, the House resolves itself into the Committee of the Whole for the consideration of a bill just after it has adopted the

Rule governing the bill's consideration (for an explanation of Floor consideration of a Rule, see page 58). Before the House resolves into the Committee of the Whole, the Majority Floor Manager may request general leave for all Members to have five legislative days to revise and extend their remarks on the bill which is about to be considered.

RESOLVING INTO THE COMMITTEE OF THE WHOLE

The Majority Floor Manager (the Majority Member of the Committee who is leading the Floor debate in favor of the bill) moves that the House resolve itself into the Committee of the Whole House on the State of the Union. However, most rules provide for the Speaker to declare the House resolved into the Committee of the Whole House on the State of the Union for the consideration of a specified bill, thereby eliminating the need for a separate motion by the Floor Manager. At this point, the Chairman presides and instructs the Clerk to begin the "First Reading of the Bill" (by title only). This signals the beginning of general debate.

GENERAL DEBATE

After the Clerk has read the title of the bill, the Chairman recognizes the Majority and Minority Floor Managers for equal debate time, as provided by the Rule accompanying the bill (e.g., in a one-hour, open Rule, each side is allotted 30 minutes time for general debate). The Floor Managers are in control of the debate time.

Members desiring to speak on the measure will often arrange this in advance with the Floor Manager. Many Members during the debate will ask unanimous consent to "revise and extend" their remarks, which automatically places their written remarks in the Congressional Record.

Debate expires at the end of the time allotted under the Rule, or when all requests for time have been honored, if earlier.

CONSIDERATION OF AMENDMENTS UNDER THE FIVE-MINUTE RULE

Following the conclusion of general debate, the Clerk is recognized by the Chairman to begin the "Second Reading of the Bill" (full text), if under and open rule. The Floor Manager will usually ask unanimous consent that the bill be considered as read and open for amendment at any point or title by title, signifying the beginning of the amendment process (the Rule adopted earlier may provide that the second reading be dispensed with). Amendments are required to be germane (Rule XVI, Clause 7).

Individual amendments are generally considered according to the section of the bill to which they relate; however, it is House practice that the committee's amendments (i.e., those reported by the committee) be considered first. Committee amendments are usually considered en bloc. Amendments from the floor are then in order. Amendments to the title of the bill, however, are not in order until after the final passage (Rule XIX).

With respect to debate on amendments, the five-minute rule provides that amendments to the bill be considered, with five minutes debate time provided to the Member offering the amendment, and five minutes debate time provided to the first Member to rise in op-

position. A Member may offer a pro forma amendment (e.g., "I move to strike the last word"), which is a non-substantive amendment and is used to extend debate time for an additional five minutes. Many Members enter the debate this way.

Amendments (excluding pro forma amendments) should be submitted (either by the Member or by staff) to the Reading Clerk prior to their being offered. Staff may check with the Reading Clerk during general debate for any non-confidential amendments that have been submitted. During the five-minute Rule, amendments may be seen at the Desk, but staff should try to avoid interfering with the Reading Clerk's responsibilities. When an amendment is offered, the Reading Clerk will transmit five copies of the amendment to the Majority and Minority Committee tables.

The Floor Manager may request unanimous consent that debate on one or all amendments be closed at a particular time, e.g., time limitation. If debate is closed, Members who submitted amendments in the Congressional Record prior to floor consideration are guaranteed consideration of their amendment under the five-minute rule. (The Member must still seek recognition and give a copy to the Reading Clerk.)

DEGREES OF AMENDMENTS

House Rule XIX provides four kinds of amendments, or motions, in the first and second degrees to be pending simultaneously, as follows:

1. An amendment to the original bill: This may take the form of an amendment in the nature of a substitute, or it may amend only a portion of the text.

2. An amendment to the amendment: considered "perfecting" amendments, these must be disposed of one at a time, as each is raised. A perfecting amendment may be a small amendment, or it may strike all after the first word and replace the amendment with new text. Once any portion of the amendment has been "perfected", further perfecting amendments to that portion of the amendment are not in order.

3. A substitute for the original amendment: A "substitute" proposes new language to replace the language offered as an amendment to the text of the bill. It is not to be confused with "an amendment in the nature of a substitute" which proposes all new text for the entire bill, although a substitute, if offered as an alternative to an amendment in the nature of a substitute, may take the same form, i.e., "strike all after the enacting clause and insert . . ."

4. Amendment to the substitute: These are perfecting amendments (see item 2, above) to the substitute.

VOTING ON AMENDMENTS

Many amendments are dispensed with on the House floor by voice vote. However, a Member may demand a recorded vote, which must be supported by at least 25 Members.

Votes on amendments are taken in the following order:

First: Vote on the perfecting amendments to the amendment to the text.

Second: Vote on the perfecting amendments to the substitute.

Third: Vote on the substitute, as perfected.

Fourth: Vote on the original amendment as amended by perfecting amendments or by the substitute.

An "amendment tree" on page 77 displays the order in which amendments are voted.

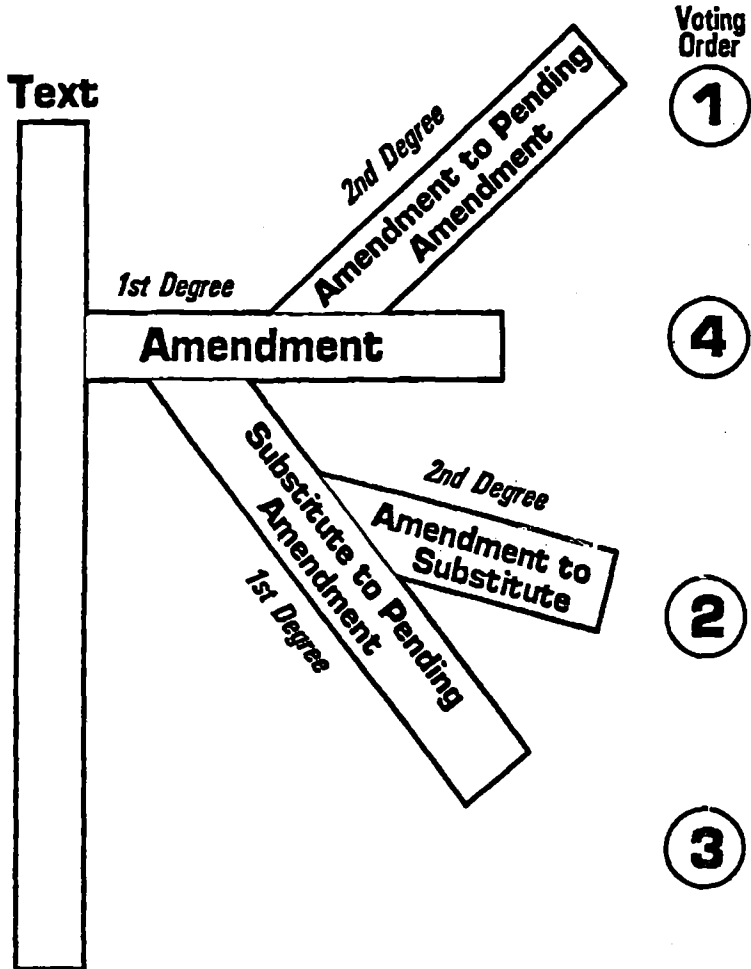
When all action on amendments has been completed, the Chairman, pursuant to the Rule, orders that the Committee "rise".

THE COMMITTEE RISES

When the Committee rises after completion of the amendment process, the Speaker assumes the Chair, and the Chairman reports to the Speaker the action on the bill in the Committee of the Whole.

Amendment Tree

The Basic Amendment Tree



IN THE WHOLE HOUSE

Additional Debate and Amendments

At this point, pursuant to the Rule, the Speaker orders the "previous question," which in effect closes debate on the bill (Rule XVII). (If the Rule does not specify that the previous question be considered as ordered when the Committee rises, the House continues to debate for one hour, during which time amendments may be offered. In most Rules governing consideration of the Committee on Government Reform and Oversight bills, the first case prevails.) After the previous question is ordered, the House is brought to an immediate vote on adopting the amendments that have passed in the Committee of the Whole. A separate vote may be demanded by any Member on any adopted amendment at this time. If a separate vote is not demanded, the amendments are usually voted on en bloc.

The Speaker then puts the question on the "Engrossment and the Third Reading of the Bill" (by title). (The "engrossed bill" is the official House-passed copy of the bill, distinguished by its printing on blue paper. Distribution is limited to the Majority and Minority Leadership; the Legislative Clerk obtains a copy for the Committee.)

Rule XVI, Clause 4, authorizes one motion to recommit the bill to the committee with or without instructions. Such motion may be made by a Member (usually Minority) in opposition to the bill, following the engrossment of the bill.

Final Passage

After the full House has adopted the amendments, the bill, as amended, is before the House for final passage. The Speaker then puts the question on the passage of the bill. Any member may ask for the "yeas or nays" or a recorded vote.

Any Member may object to a vote on the ground that a quorum is not present. (The specific motion is: "Mr. Speaker, I object to the vote on the ground that a quorum is not present and make the point of order that a quorum is not present.")

When this motion is made, it precipitates what is called an "automatic" quorum call. Members will have 15 minutes in which to cast their votes on the final passage of the bill. Final vote will be announced by the Speaker.

Upon passage of the bill, an automatic, pro forma "motion to reconsider (the bill)" is made and laid upon the table. This is done to preclude the possibility of such a motion being made at a later date.

With respect to any motion to recommit with instructions after the previous question has been ordered, it is in order to debate such motion for 10 minutes before the vote was taken. However, on demand of the Majority Floor Manager it shall be in order to debate such motion for one hour. (Rule XVI, Clause 4.)

LEGISLATIVE BELLS AND "LIGHT SIGNALS"*

1 ring—Teller vote. Not recorded.

* Where lights exist they will correspond with rings.

1 long ring (pause, followed by 3 rings)—Signals the start or continuation of a notice quorum call.

(This call will be terminated if and when 100 Members appear.)

1 long ring—Termination of a notice quorum call.

2 rings—Electronically Recorded Vote.

2 rings (pause, followed by 2 rings)—Manual roll call vote—(the bells will be sounded again when the clerk reaches the R's).

2 rings (pause, followed by 5 rings)—First vote under Suspension of the Rules, or on clustered votes. (2 rings will be rung 5 minutes later. The first vote will take 15 minutes with successive votes at intervals of not less than 5 minutes. Each successive vote signaled by 5 rings.)

3 rings—Quorum call (either initially or after a notice quorum has been converted to a regulator quorum call. The bells are repeated 5 minutes after the first ring. Members have 15 minutes to be recorded).

3 rings (pause, followed by 3 rings)—Manual quorum call (the bells will be sounded again when the clerk reaches the R's).

3 (pause, followed by 5 rings)—Quorum call in Committee of the Whole, which may be immediately followed by a 5-minutes recorded vote.

4 rings—Adjournment of the House.

5 rings—Five-minute Electronically Recorded Vote.

6 rings—Recess of the House.

12 rings rung at 2 second intervals—Civil Defense Warning.

CORRECTION OF FLOOR REMARKS FOR CONGRESSIONAL RECORD

Under the current procedure, a transcript of the Member's remarks made when he has control of the time are either given to the Member on the Floor or sent to his office for correction. Remarks made by that Member when "another Member" has control of the time will not necessarily be made available to the Member unless he/she specifically requests an opportunity to correct them. "Mr. Speaker, I ask unanimous consent to revise and extend my remarks and to include extraneous material in the Record."

Committee staff are sometimes requested to review and correct for the Record remarks of Members of the Committee who serve as Floor Managers on a specific piece of legislation. In order for the staff to make proper review of these remarks, they may either correct them on the floor after debate, or, if that is not possible, inform the Congressional Record Clerk that the remarks are to be forwarded to them for correction. In the case of remarks made during another Member's time, staff can only request the Member in control of the time to forward the remarks to them for correction.

EXTENSION OF REMARKS

A Member may wish to include some remarks on a "particular topic" in the Congressional Record. A Member must ask permission to submit his remarks in the Record. Staff assigned responsibility for submitting extensions should make a double check with the Member's office to ensure that the Member has obtained permission. If not, a telephone call to the Cloakroom is sufficient to obtain permission (x5-7350).

Extensions must be signed by the Member and are dropped in the hopper when the House is in session.

Under present regulations, extensions are limited to two pages of the printed Record (12 typewriter double-spaced pages on 8 1/2 by 11 paper will fill two pages in the Record.) For matter in excess of two pages, a cost estimate must be obtained from the Public Printer, and that estimate must be included in the unanimous consent request made by that Member to insert matter "notwithstanding the additional cost." The submission of material in excess of two pages may delay printing of the remarks for one or more days, particularly if a cost estimate has not been obtained in advance.

SENATE ACTION ON HOUSE BILLS

Following the bill's engrossment (its preparation by the House Enrolling Clerk to reflect the House amendments), it is messaged to the Senate at which time the concurrence of that body may be requested.

The procedural disposition of the bill depends in large part on whether there already exists legislation of a similar nature to the House measure. In the absence of a "companion" bill, the usual course is for the bill to be referred to the appropriate committee, where it receives the same kind of detailed review as it received in the House Committee.

Frequently, however, Senate activity on counterpart legislation generally will parallel the House bill's consideration. In this event, the House bill is usually held at the desk, and placed on the Senate Legislative Calendar, where further action on the bill awaits arrival on the floor of the Senate reported measure.

Senate floor procedures differ markedly from the procedures on the House floor, with a majority of floor actions taking place by unanimous consent.

If, after passage of the Senate counterpart measure, the Senate chooses to act on the House bill being held at the desk, several procedural options are possible, the choice of which will be determined by the nature of the legislation and the recommendations of the Senators and staff involved in managing the legislation.

1. The Senate may approve the House bill without amendment, thus clearing the measure for the President. The House bill thus supersedes the Senate measure, which is then "laid on the table."

2. The Senate may agree to the House bill with amendments. The amendments may simply amend portions of the House bill, or an amendment may replace the entire text of the House bill with the text of a Senate-passed bill. If the bill is amended, it is returned to the House with a request for concurrence in the Senate amendments. (See "Reconciling the Differences Between the House and Senate," page 83.)

3. The Senate may request a conference, following passage of the House bill with Senate amendments and adoption of a motion to insist on the Senate amendments. (For a discussion of conference procedures, see "Conferences", page 85.)

HOUSE CONSIDERATION OF SENATE BILLS

Senate bills received in the House are referred, by the Speaker, to the Committee(s) of appropriate jurisdiction. If the Committee chooses to act on the Senate bill, the bill then proceeds through the legislative process in the same manner as bills originating in the House.

TAKING SENATE BILLS FROM THE SPEAKER'S TABLE

If the Senate bill is similar in nature to a House bill which has been reported by a committee, then the Senate bill is held at the Speaker's desk where it usually remains until the reported House bill is considered on the floor.

Following the House bill's passage, the choice of procedural options with respect to the Senate bill will be influenced by the nature of the legislation as well as the recommendations of the Members and staff who are managing the legislation. Senate bills are taken from the Speaker's table by a unanimous consent request made by the Committee of jurisdiction or under a rule. Debate proceeds under the one-hour rule.

PROCEDURAL OPTIONS

Procedural options for dealing with the Senate bill follow:

1. The House may agree to the Senate bill without amendment, while afterwards tabling the House-passed bill. This course would more likely be followed in the consideration of noncontroversial legislation or bills requiring expeditious handling.

2. The House may agree to the Senate bill with amendments. The normal procedure is to strike all after the enacting clause of the Senate bill and to substitute it with the text of the House-passed bill. The amended bill is then returned to the Senate with a request for the Senate's concurrence in the House amendments.

3. The House may, in anticipation of the Senate's disagreement with the House amendments, follow the procedure described in step 2, above, insist on its amendments and request a conference with the Senate. (For a discussion of conference procedures, see page 85.)

RECONCILING THE DIFFERENCES BETWEEN THE HOUSE AND SENATE

Before a bill can be enacted into law, it must be passed in identical form by both Houses of Congress. In other words, before a bill can be sent to the President for signature, the differences between the House and Senate on a piece of legislation must be resolved.

The Rules provide several methods—at varying degrees of formality—by which the two Houses may reconcile their legislative differences. The course pursued will depend, of course, on the nature of the legislation and the level of controversy between the two Houses, the degree of consultation between the two Houses, and the recommendations of the Members and staff involved.

(The following discussions relate to legislative procedure on bills originating in the House; if a bill originates in the Senate, the procedural steps are simply reversed.)

RECEIPT OF HOUSE BILL WITH SENATE AMENDMENTS

As in the case of all messages between the two Houses, a House bill with Senate amendments is transmitted formally to the House and the notice and message of the Senate transmittal is printed in the Congressional Record for that day. The bill, with amendments, remains at the Speaker's desk until further House action on the amendments.

TAKING HOUSE BILLS WITH SENATE AMENDMENTS FROM THE SPEAKER'S TABLE

Any amendment of the Senate to a House bill is subject to the point of order that it must first be considered in the Committee of the Whole House on the State of the Union, if originating in the House, it would be subject to that point of order. (Rule XX, C1.1.) On rare occasions, Senate amendments are referred by the Speaker to the committee of jurisdiction for legislative consideration. The normal House procedure is for the House bill with Senate amendments to be taken from the Speaker's table by unanimous consent request made by the committee of jurisdiction. Debate proceeds under the one-hour rule. Reserving the right to object may take place.

The procedural options by which legislative differences may be resolved are as follows:

1. The House may amend the amendments of the other House; or
2. The House may agree to the amendments of the other House;
3. The House may disagree to the amendments of the other House and request a conference. (See "Conferences", page 89.)

AGREEING TO AMENDMENTS OF THE OTHER BODY

Political comity frequently enables legislative differences between the two Houses to be resolved quickly—especially, if the legislation is noncontroversial or in need of expeditious treatment.

If the Committee Members and staff determine that concurrence in the Senate amendments is the most desirable course of action, then the Chairman, or his designee, makes a unanimous consent request on the House floor to agree to the Senate amendments. House agreement to the unanimous consent request thus signals the completion of the necessary legislative steps and the bill is readied for the President's signature.

DEGREES OF AMENDMENTS, SEC. XLV, JEFFERSON'S MANUAL

The House Rules provide considerable negotiating room on amendments between the two Houses by allowing each House to amend the amendments of the other House. Specifically, a bill may be amended and returned to the originating House twice; further amendments are considered in the third degree and are thus out of order. For example, the Senate may amend a House amendment to the Senate amendment to a House bill, but upon return of the latter amendment of the Senate, the House must choose either to concur in or disagree to (and request a conference thereon) the Senate amendment.

At each stage of the amendment process, either House retains the option to agree to some or all of the amendments of the other House, disagree to all or part of the amendments, and request a conference with the other body. Disagreements between the two Houses may also be resolved by one House receding from its amendments. The best procedural course will evolve as negotiations proceed between the two Houses.

CONFERENCES

(Secs. XLV, XLVI, Jefferson's Manual, House Rule XXVIII)

GENERAL INFORMATION

As described in the previous section, before a bill can be approved by the President, it must be passed in identical form by both Houses of Congress. The conference committee process is one method provided by the rules for resolving the legislative differences between the two Houses.

The House and Senate managers of legislation may determine that the differences between the two Houses are extensive or controversial enough to require their resolution in a conference between the two Houses.

REQUESTING A CONFERENCE

Once legislative differences between the two Houses have been established and a determination has been made by either House to go to conference, either House may initiate the formal procedures required by the Rules to request a conference.

Several rules of thumb serve to guide the timing and sequence of actions between the two Houses; first, the House which requests the conference acts last on the conference report. Secondly, a House may act in conference only if it has custody of the "official papers" relating to the legislation, i.e., the engrossed bill, the engrossed amendments, and transmittal messages between the two Houses. For instance, the House may request a conference with the Senate only if it has possession of the official papers. While under normal circumstances the custody of the papers can be arranged according to agreed upon actions (procedures) between the two Houses, it is also true that under more controversial circumstances, the custody of the papers may be a particularly important factor throughout the conference negotiations.

The request for a conference may be made by the House making the amendments (by insisting on its amendments) or by the House in which the bill originated (by disagreeing to the amendments of the other House.) The procedural avenues available by which the two Houses may enter a conference are illustrated in the case of a House bill with Senate amendments:

1. Anticipating House disagreement to the Senate amendments, the Senate may insist on its amendments and request a conference with the House. In response, the House may disagree to the amendments of the Senate and agree to the request for a conference.

2. Anticipating possible House agreement to the Senate amendments, the Senate may transmit to the House the House bill, with the Senate amendments, and request the concurrence

of the House in the Senate amendments. In response, the House may disagree to the Senate amendments and request a conference with the Senate. (The official papers are then sent back to the Senate for their response to the request for a conference.)

APPOINTMENT OF CONFEREES (RULE X, CLAUSE 6(e))

The Speaker appoints the House conferees to a conference committee and may change them at any time. House Rules do not require a fixed number of conferees, although the ratio of Majority to Minority members on a conference committee normally reflects the party ratio for the full House. House Rules further require the appointments to represent a majority of the Members who generally supported the House position and to include, to the fullest extent feasible, the principal proponents of major provisions of the House bill as passed. Normally, conference committee membership is composed of Members from the committee or committees having jurisdiction over the legislation. The appointments, under normal circumstances, are usually based on the recommendations of the Chairman of the committee which handled the legislation. A sample letter to the Speaker recommending House conferees is on page 87.

The official appointment of conferees is usually made on the House floor immediately following approval of the motion to request or agree to a conference with the Senate. A motion to instruct conferees may be made when they are appointed or after 20 calendar days.

Provisions also can be made for limited conferees who are appointed by the Speaker because of: (1) their successful actions during floor consideration, as for example, the adoption of an amendment, or (2) because language of the bill in conference affects the jurisdiction of a Committee which did not report the legislation.

Sample—Letter Recommending Conferees

WILLIAM C. GINGE, JR. PENNSYLVANIA
(CHAIRMAN)

[illegible]

ONE HUNDRED FOURTH CONGRESS

Congress of the United States
House of Representatives

COMMITTEE ON GOVERNMENT REFORM AND OVERSIGHT
2157 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-6143

May 4, 1995

CARDEN COLLINS ILLINOIS
MARSHALL MIAMI MEMPHIS
MORRIS A. MARSHALL MIAMI FLORIDA
TOMAS ANDREWS FLORIDA
BESSIE MARY ANN WILEY MISSOURI
JAMES W. COVINGTON MISSOURI
EDITH ANN COVINGTON MISSOURI
JENNIE M. SPARTAN MISSOURI
LOUISE MARY COVINGTON MISSOURI
PAULINE KATHLEEN PERKINS MISSOURI
GARY A. SHEPHERD MISSOURI
COLLEEN ANN COVINGTON MISSOURI
KATHLEEN THURMAN PERKINS MISSOURI
CATHERINE M. BALCHON MISSOURI
HUGHMAN M. HARRIS MISSOURI
VILHE FRITZ M. BESS SASSON MISSOURI
BARBARA ANN COVINGTON MISSOURI
ELIZABETH ANN COVINGTON MISSOURI
JAMES P. ANDERSON MISSOURI
JOHN GREEN TEXAS
CARROLL P. BEER TEXAS
FRANK M. SCAPURA PENNSYLVANIA
CHARLES F. ANDERSON PENNSYLVANIA

BERNARD SANDERS VERMONT
INDEPENDENT

BBA:JG.FOTV : 2021-274-5034
 BBA:CRIT : 120-127-5051

The Honorable Newt Gingrich
Speaker
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Speaker:

I respectfully request that the following listed Members be considered for appointment as conferees for H.R. 000, "insert short title, or brief description of measure derived from long title here".

Hon. xxxxx
Hon. xxxxx

Hon. xxxx
Hon. xxxx

Thank you for your attention to the above request.

Sincerely,

WILLIAM F. CLINGER
Chairman

MEETINGS OF CONFEREES

Meetings of the conferees are usually arranged by the House and Senate Committee staffs responsible for the legislation. Administrative arrangements (transcripts, reporter, etc.) for setting up conference committee meetings follow those for setting up subcommittee meetings.

Conference meetings are held on both sides of the Capitol.

Meetings are required to be open, unless the House determines by roll call vote of the majority of those voting to close all or part of the meeting.

Staffs frequently attempt to work out a compromise to minimize the amount of time the conferees must meet in a formal meeting. However, conferees must have at least one meeting open to the public. Clause 6, Rule XXVIII.

SCOPE OF THE CONFERENCE

The authority of the conferees is strictly limited to the legislative differences between the two Houses. Consequently, the conferees may not strike out or amend any identical portion of the bill that was adopted by both Houses. In addition, the conferees may not insert new matter which is not germane to the differences between the two Houses. For example, Senate revision of an authorization level contained in the House bill limits the scope of the conference to the difference between the two figures; conferees may neither decrease the lower figure, nor increase the higher figure. Sometimes the total will exceed the sum of either House, however, since the authorization differences between the two Houses are usually resolved item by item. If an authorization is contained in one House version and not the other House version, the conferees may either authorize at the level passed by the one House or at any level lower, or they have the further option of dropping the provision altogether.

Conferees are afforded greater flexibility in resolving the legislative differences if the difference is an amendment in the nature of a substitute (e.g., if the House, after passing the House bill, takes the Senate bill from the Speaker's table, strikes the Senate text and substitutes the text of the House-passed bill). In this case, the conferees may agree to a substitute which is a germane modification of the amendment in disagreement. House Rules prohibit the House conferees from agreeing to any provision if the subject matter exceeds the scope of the conference.

Unlike the House, the Senate may adopt amendments to a bill which are not germane to the subject matter of a bill (except in the case of general appropriations bills). The House Rules prohibit the House conferees from agreeing to any provision the subject matter of which exceeds the scope of the conference.

VOTING IN CONFERENCE

The House and Senate conference committee each vote as a unit, and questions are passed by a majority vote. (Staff may wish to prepare roll call sheets in the event a roll call is demanded.) Final conference agreement is reached when a majority of the House con-

ferrees and a majority of the Senate conferees sign the written conference report.

RECOMMENDATIONS OF CONFEREES

If the report of the House conferees is not made within 20 calendar days after the last date of their appointment (or, during the last 6 days of the session, within 36 hours after their appointment), Rule XXVII, Clause 1(b), makes in order a motion to instruct the House conferees, or to discharge them and appoint new conferees.

There are five general forms of recommendations available to the conferees, as follows:

1. The Senate (House) recede from all (or part of) its amendments;
2. The House (Senate) recede from its disagreement to all (or part of) the Senate (House) amendments and agree thereto;
3. The House (Senate) recede from its disagreement to all (or part of) the Senate (House) amendments and agree thereto with an amendment or amendments;
4. The House (Senate) recede from all (or part of) its amendments to the Senate (House) amendments; or
5. The conferees are unable to agree (to all or part of the amendments).

The recommendations of the conferees are incorporated in a conference report, which consists of the text of the bill as agreed to by the conferees, and a joint explanatory statement of managers, which may contain a description of the actions of the conference and an explanation of the provisions adopted by the conference.

Conference reports are discussed in the next section of this manual, page 90.

AMENDMENTS IN DISAGREEMENT

Although in most cases the two Houses are able to reach agreement, there are occasions when the conferees are unable to agree. Conferees' inability to reach agreement may be over all, or part of, the amendments in conference.

If the conferees are unable to agree at all, the formal disagreement is reported back to each House, and the legislative process reverts back to the stage it was prior to the request for the conference. The two Houses are still in a state of disagreement with respect to the amendments between them; oftentimes, the normal course is a request for a new conference and appointment of new conferees.

If the conferees disagree to a portion of the amendments between the two Houses, the procedure is somewhat different. (Note: Partial disagreement is not an option if the two Houses disagree over an amendment in the nature of a substitute; e.g., if the House amended the Senate bill by striking all after the enacting clause and substituting it with the text of the House-passed bill). In the case of partial agreement, the conferees file a conference report on those matters on which they agree, and include in the statement of managers a statement that the managers are unable to agree on certain amendments. Subsequently, each House may act on the amendments in disagreement at the conclusion of consideration of the conference report. Depending on the extent of the controversy

between the two Houses, the amendments may be reconciled without a conference. Alternatively, one House may request a second conference. In either case, until all of the differences are resolved, the bill cannot be sent to the President.

THE CONFERENCE REPORT (RULE XVIII)

The conference report, embodying the recommendations of the House and Senate conferees with respect to the differences between the two Houses on a piece of legislation, consists of two parts: the conference report, or the legislative language agreed to by the conferees; and the statement of managers, which explains the actions taken by the conferees.

PART I—THE CONFERENCE REPORT

The conference report reflects the legislative language agreed to by the conferees and, if passed by both Houses, supersedes the amendment(s) in disagreement between the two Houses, thus clearing the legislation for the President.

The first page of the conference report indicates the disposition of agreements between the two Houses, and introduces the legislative language agreed to by the conferees.

The Legislative Counsel's Office provides assistance to staff in preparing the conference report.

PART II—STATEMENT OF MANAGERS

The Statement of Managers explains the actions taken by the conferees and thus forms a particularly important part of the legislative history of a law. The Statement, usually prepared by the House and Senate staff managers of the legislation, informs the Congress of the effect the amendments and recommendations in the conference report will have on the measure to which they relate. Although there is no required form for the statement of managers, explanations are normally provided for each amendment, section or title (as appropriate), and include a brief statement of the respective House and Senate provisions, followed by the agreement reached by the conferees. A sample cover page for use in preparing the statement of managers is on page 91.

Sample—Cover Page, Statement of Managers

JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF THE CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendment of the House to the bill (S. 244) to further the goals of the Paperwork Reduction Act to have Federal agencies become more responsible and publicly accountable for reducing the burden of Federal paperwork on the public, and for other purposes submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report: The House amendment struck all of the Senate bill after the enacting clause and inserted a substitute text.

The Senate recedes from its disagreement to the amendment of the House with an amendment that is a substitute for the Senate bill and the House amendment. The differences between the Senate bill, the House amendment, and the substitute agreed to in conference are noted below, except for clerical corrections, conforming changes made necessary by agreements reached by the conferees, and minor and clerical changes.

Short title (sec. 1)

The Senate bill contained a provision (section 101) that would establish the short title of the title I of the Senate bill as the "Paperwork Reduction Act of 1995".

The House amendment (section 1) contained a provision that would establish the short title of the act as the "Paperwork Reduction Act of 1995".

The conferees agree that the short title of the act should be the "Paperwork Reduction Act of 1995".

Coordination of Federal information policy (sec. 2)

The Senate bill contained a provision (sec. 102) that would provide a complete text of chapter 35 of title 44, United States Code, the codified version of the Paperwork Reduction Act of 1980, as previously amended.

The House amendment contained a similar provision (sec. 2).

The conference agreement reflects the following differences between the text of the Paperwork Reduction Act as contained in the Senate bill and the text contained in the House amendment.

1. Prior Legislative History Expressly Preserved.

Section 2 of the Paperwork Reduction Act of 1995 is drafted in the form of a complete recodification of chapter 35 of title 44, United States Code, due to the number of changes made. The modifications include word changes made for reasons of clarity and consistency, the deletion of obsolete provisions, the reorganization of sections, and substantive amendments made to update and strengthen

SIGNATURE SHEETS

The conferees are considered to be in agreement when a majority of the House conferees and a majority of the Senate conferees have signed the report. Signature sheets are used to collect the signatures of the House and Senate conferees. The Office of Legislative Counsel can be contacted to prepare the Signature sheets and staff are encouraged to request their assistance in this matter. Signature sheets are maintained by the Chief of Staff and Chief Counsel or their designee.

Four (4) original signature sheets are required to accompany the conference report and statement of managers filed in the Senate and the conference report and statement of managers filed in the House. Duplicate copies are not acceptable. Two copies are filed with the conference report and two copies with the statement of managers.

The House set (i.e., 2 copies) of signature sheets should list the House conferees on the left, Senate conferees on the right. Majority Members are listed first in roll call order, followed by the Minority Members in roll call order. A sample House signature sheet is on page 93.

The Senate set (i.e., 2 copies) of signature sheets should list the Senate conferees on the left, House conferees on the right. Majority Members are listed first in roll call order, followed by the Minority Members in roll call order.

Duplicate signatures are not acceptable; however, staff may sometimes have to "cut and paste" an original signature on the signature sheet.

(Note: When more than one committee is involved in the conference, the conferees should be listed in the order they were appointed to the conference.)








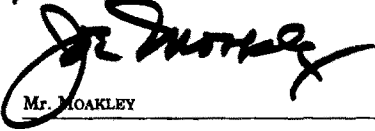
ADDITIONAL VIEWS

House practice precludes the inclusion in the conference report of additional, dissenting or Minority views, or other supplemental material, as is frequently appended to a legislative report. A member may request unanimous consent to print his views in the Congressional Record following the printing of the Conference Report.

Sample—House Signature Sheet

Page 2 of 2

S. 1—Continued

<i>Managers on the part of the HOUSE</i>	<i>Managers on the part of the SENATE</i>
 Mr. CLINGER	
 Mr. PORTMAN	
 Mr. DREIER	
 Mr. DAVIS	
 Mr. CONDIT	
 Mrs. COLLINS of Illinois	
 Mr. TOWNS	
 Mr. MOAKLEY	

FILING A CONFERENCE REPORT IN THE HOUSE

CONFERENCE REPORTING TIMETABLE

The conferees have 20 calendar days following their appointment to report their recommendations to the House. If a report has not been filed in the designated time, House Rules provide for a privileged motion to instruct the conferees or to discharge them and appoint new conferees. During the last 6 days of a session, this deadline changes to 36 hours following the appointment of the conferees.

COPIES FOR FILING

Four copies (the original + 3 copies) of the conference report and statement of managers are filed in the House. The original set includes the conference report and accompanying signature sheet, and statement of managers and accompanying signature sheets. (Additional information on the signature sheets is provided in the previous section, on page 92.)

FILING WHILE THE HOUSE IS IN SESSION

The conference report is filed on the floor of the House while the House is in session by a senior Majority Member of the House conferees. The Member seeks recognition to present the report and requests its printing in the Congressional Record, pursuant to House Rules.

FILING A LATE REPORT

If the conferees are unable to file the report while the House is in session, permission to file a late report must be requested on the floor of the House. The unanimous consent motion is usually made by a senior Majority Member of the conference committee. Requesting permission to file late may be a good idea if there is some uncertainty as to when the House will adjourn that day.

Following House adjournment (if permission to file late has been granted), the report can be delivered by designated staff to the Tally Clerk's Office, Room HT-13 of the Capitol. The Tally Clerk should be apprised of the approximate filing time so that an employee can be available after closing time (x5-7347).

PRINTING IN THE CONGRESSIONAL RECORD

House Rules require the printing of conference reports and statement of managers in the Congressional Record for the day on which the report and statement were filed. This requirement is not applicable, however, during the last 6 days of a session.

The House, under the Rules, cannot proceed to consider the conference report until the third calendar day after the conference report and statement have been filed and printed in the Record.

NUMBERING AND PRINTING

After the report is filed, the Tally Clerk assigns the report a number, containing a prefix-designator which indicates the number of the Congress (e.g., H.Rept. 104-____). The number of the report will appear in the Congressional Record for that day.

Unlike legislative reports, there is no standard number of printed copies of conference reports provided for the use of committee Members and staff, although the committee should receive at least 75 copies of the printed report. These copies are picked up in the House Legislative Resource Center Document Room by the Legislative Clerk. Staff may wish to obtain additional copies from the House Legislative Resource Center Document Room (x5-3874).

FLOOR CONSIDERATION OF A CONFERENCE REPORT

WHEN IN ORDER

Either House may act on the conference report only when it is in possession of the official conference papers. The general procedure is for the body which requested the conference to act last; however, either House may act first if it is holding the papers. Normally, the procedure for floor consideration is decided on in advance.

In the House, the conference report may not be called up until the third day after which it has been printed in the Congressional Record. The Committee may seek to bring the report up using unanimous consent procedures when it is desired to expedite matters and there is little or no controversy. (This provision is not applicable during the last six days of a session.) In addition, copies of the report must be made available to Members for at least two hours prior to its consideration on the House floor. On rare occasions, these provisions may be waived by way of a special rule reported from the Rules Committee.

Once the above requirements have been met, the report is considered privileged business in the House and it may be called up at any time.

SCHEDULING

Floor scheduling for conference reports is rarely fixed, although staff will be apprised by the Majority Leader's Office of the approximate time of the report's consideration. Notice will be made through the Chief Counsel.

DEBATE ON CONFERENCE REPORT

The one-hour rule (Rule XIV, Clause 2) governs debate on a conference report, and the time is equally divided between the Majority and Minority, except that when the floor manager for the Majority and Minority are both supporters of the conference report, one-third of such debate time shall be allotted to a Member who is opposed to the report. (Rule XXVIII, Clause 2(a). Under unusual circumstances, debate may be extended by unanimous consent or by a special rule.

A conference report must be acted on as a whole, either agreed to or disagreed to in its entirety. Amendments to a conference report are not in order. A majority vote is required to approve a conference report, except for a tax increase which requires a three-fifths majority vote.

Appropriate motions for use by the Floor Manager of the conference report are included on page 89 of this manual.

NON-GERMANE MATTER IN A CONFERENCE REPORT

Rule XXVIII, Clause 4, permits separate motions to reject any portion of a conference report originally contained in Senate amendments or Senate bills which is not germane to the House-passed version (and which the Speaker rules as non-germane to the original House version of the bill). Any such motion is subject to 40 minutes of debate equally divided between those in favor and opposed to the motion. Passage is decided by majority vote. The effect of rejection of the non-germane portion is rejection of the entire conference report.

RECOMMITTAL OF CONFERENCE REPORT TO CONFERENCE

During floor debate, House Rules provide for a motion, which is now debatable, to recommit, with or without instructions, a conference report. The motion is not in order if one House has already adopted the report, and the conferees of a House are considered discharged upon the adoption of a conference report. Therefore, once one House has adopted the conference report, the second House must either approve or disapprove the conference report.

DISPOSING OF AMENDMENTS IN DISAGREEMENT

If the conferees have reported amendments in disagreement, the amendments are considered following the adoption (or rejection) of the conference report. Amendments in disagreement may be considered en bloc by unanimous consent.

Options for resolving amendments in disagreement (except those containing non-germane matter) are the same as those before one House has disagreed to the amendments of the other House and before a conference has been requested. For example, if the House disagreed to the Senate amendments to a House bill, the House (1) could request a further conference with the Senate, or (2) could recede from disagreement and concur with or without amendment. (For a more detailed discussion of amendments in disagreements, see "Reconciling the Differences Between the House and Senate", page 83) Debate on a motion to dispose of the amendments in disagreement proceeds under the one-hour rule, with the time equally divided between the Majority and Minority.

A motion to recede and concur in a Senate amendment containing non-germane matter reported from conference in disagreement is subject to a point of order and, if sustained, is followed by a privileged motion to reject the non-germane matter, subject to the provisions of Rule XXVIII, Clause 5.

REJECTION OF A CONFERENCE REPORT

In the event a conference report is rejected by the House, the amendments (e.g., Senate amendments to House bill) are pending before the House for disposition by privileged motion to be made by the Chairman of the conference committee. Motions relating to the amendments (e.g., to concur with or without amendments) and a further conference are in order. (See also "Reconciling the Differences Between the House and Senate," page 83.) The same procedures follow in the event a conference report is ruled out of order.

ENROLLMENT

Adoption of the conference report by both Houses signals the final step of the legislative process, and the bill is sent to the Enrolling Clerk (of the body of the bills's origin), who prepares the bill for presentation to the President. Presidential action is the subject of the next chapter.

PRESIDENTIAL ACTION

The President, as provided in the Constitution, has ten days (excluding Sundays and the day on which the bill is presented to the President) in which to approve a bill. The ten-day period begins after the original enrolled bill, signed by the Speaker of the House and the President of the Senate, has been delivered to the White House by a staff member of the House Oversight Committee or the Secretary of the Senate.

APPROVAL

Presidential approval of a bill is accomplished in one of two ways:

The President may sign the bill within the 10-day period,

The President may take no action on the bill within the 10-day period.

Notice of Presidential approval appears in the Congressional Record, along with the number of the public law.

PRINTING OF PUBLIC LAWS

Each public law is printed separately by the Government Printing Office. The printed "slip law" reflects the public law number, the bill number, date of approval, a brief legislative history of the law, and marginal editorial notes giving citations to laws and U.S. Code classifications. A copy of a slip law appears on page 100.

Printed copies should be available 4–6 weeks following Presidential approval. The committee's copies are obtained from the Legislative Resource Center Document Room by the Legislative Clerk. Staff may wish to order additional copies from the Legislative Resource Center Document Room (x5-3874).

Public and private laws are permanently bound in the U.S. Statutes at Large, available in the Rayburn Reference Center (B-335).

DISAPPROVAL

The President may disapprove a bill without sending his objections to the Congress. This action, called a "pocket veto", occurs if the President takes no action on the bill within the 10-day period, and the Congress prevents the bill's return by adjourning sine die prior to the expiration of the 10-day period.

FORMAL VETO

The President may formally veto a bill by returning the bill with his objections to the House in which the bill originated.

Veto messages appear in the Congressional Record for the day on which such message was received.

VETO OVERRIDE

Upon receipt of the veto message, it is in order to act immediately to "override" the veto. A roll call vote with one hour of debate, equally divided, is in order. In both Houses, a two-thirds vote of those present and voting, a quorum being present, is required to pass a bill over the President's veto. A bill vetoed is dead unless passed by two-thirds vote in both Houses.

If the House does not consider the veto message immediately, motions in order are (1) to lay on the table, (2) to refer (the committee may report back only on the advisability of passing by two-thirds vote), and (3) to postpone to a certain day.

FUTURE LEGISLATIVE ALTERNATIVES

If the veto holds, a new bill may be introduced, minus the objectionable provision(s), and passed through the normal legislative process.

There may also exist the option of resurrecting a counterpart bill which might have been laid on the desk earlier on in the legislative process and was at that time superseded by the other House version.

FLOOR LANGUAGE

Much can be learned in practice about floor language in use in the House of Representatives by reading the Congressional Record. Some of the more common procedural language and forms and the legislative conditions to which they relate are displayed in this section, as follows:

- Floor action under one hour, open rule
- Suspension of rules
- Dealing with Senate passed bills
- House bills with Senate amendments
- Senate bills with House amendments
- Conference
- Floor debate—conference report
- Miscellaneous

Sample—Slip Law

PUBLIC LAW 104-1—JAN. 23, 1995

109 STAT. 3

Public Law 104-1
104th Congress

An Act

To make certain laws applicable to the legislative branch of the Federal Government.

Jan. 23, 1995

[S. 2]

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,*Congressional
Accountability
Act of 1995.**SECTION 1. SHORT TITLE AND TABLE OF CONTENTS.**(a) **SHORT TITLE.**—This Act may be cited as the “Congressional Accountability Act of 1995”.2 USC 1301
note.(b) **TABLE OF CONTENTS.**—The table of contents for this Act is as follows:

Sec. 1. Short title and table of contents.

TITLE I—GENERAL

Sec. 101. Definitions.

Sec. 102. Application of laws

TITLE II—EXTENSION OF RIGHTS AND PROTECTIONS**PART A—EMPLOYMENT DISCRIMINATION, FAMILY AND MEDICAL LEAVE, FAIR LABOR STANDARDS, EMPLOYEE POLYGRAPH PROTECTION, WORKER ADJUSTMENT AND RETRAINING, EMPLOYMENT AND REEMPLOYMENT OF VETERANS, AND INTIMIDATION**

Sec. 201. Rights and protections under title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, and title I of the Americans with Disabilities Act of 1990.

Sec. 202. Rights and protections under the Family and Medical Leave Act of 1993.

Sec. 203. Rights and protections under the Fair Labor Standards Act of 1938.

Sec. 204. Rights and protections under the Employee Polygraph Protection Act of 1988.

Sec. 205. Rights and protections under the Worker Adjustment and Retraining Notification Act.

Sec. 206. Rights and protections relating to veterans' employment and reemployment.

Sec. 207. Prohibition of intimidation or reprisal.

PART B—PUBLIC SERVICES AND ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990

Sec. 210. Rights and protections under the Americans with Disabilities Act of 1990 relating to public services and accommodations; procedures for remedy of violations.

PART C—OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

Sec. 215. Rights and protections under the Occupational Safety and Health Act of 1970; procedures for remedy of violations.

PART D—LABOR-MANAGEMENT RELATIONS

Sec. 220. Application of chapter 71 of title 5, United States Code, relating to Federal service labor-management relations; procedures for remedy of violations.

PART E—GENERAL

Sec. 225. Generally applicable remedies and limitations.

Sample—Floor Language—Floor Consideration Under One-Hour,
Open Rule¹

FLOOR MOTION FOR H.R. 5—UNFUNDED MANDATE
REFORM ACT OF 1995

(The rule provides that the speaker may declare the house resolved into the committee of the whole.)

(The rule also provides that the amendment in the nature of a substitute shall be in order, and that the amendment in the nature of a substitute shall be considered by title rather than by section. The first reading of the bill shall be dispensed with. The Chair recognizes Mr. Clinger for 30 minutes, Ms. Collins for 30 minutes, Mr. Solomon for 30 minutes and Mr. Moakley for 30 minutes.)

To Begin General Debate

Mr. Chairman, I yield myself as much time as I may consume.

* * * * *

(Where there are no more requests for time . . .)

To End General Debate

Mr. Chairman, I have no further requests for time, and yield back the balance of my time.

(The clerk designates the first title. During the reading . . .)

(When all amendments have been considered, the rule provides that the committee will rise and report. The previous question is considered as ordered on the bill and all amendments. Therefore although separate votes can occur in the house on amendments reported from the committee of the whole. Also a motion to recommit is in order at this stage.)

* * * * *

(Vote on final passage)

IMMEDIATELY AFTER THE VOTE IS ANNOUNCED ON FINAL PASSAGE

To Allow All to Revise and Extend

Mr. Speaker, I ask unanimous consent that all Members have five legislative days during which to revise and extend their remarks on the Bill H.R. 5 and to include extraneous matter."



¹Staff should review the Rule on the bill to determine which floor actions will be automatic under the Rule, and which will require specific actions by the Floor Manager.